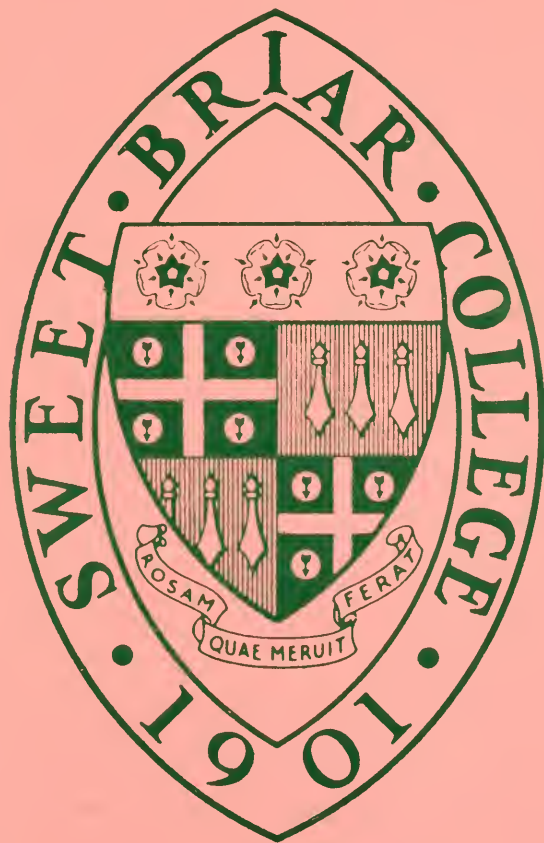


SWEET BRIAR COLLEGE



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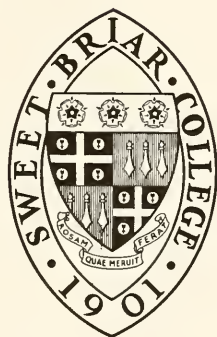
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## STUDENT HANDBOOK 1991 - 1992



# **STUDENT HANDBOOK**



**MARGARET McCLELLAN, EDITOR**

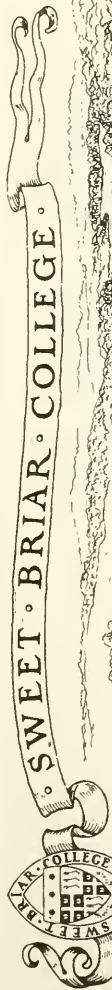
**SWEET BRIAR COLLEGE  
SWEET BRIAR, VIRGINIA 24595**

**1991 - 1992**

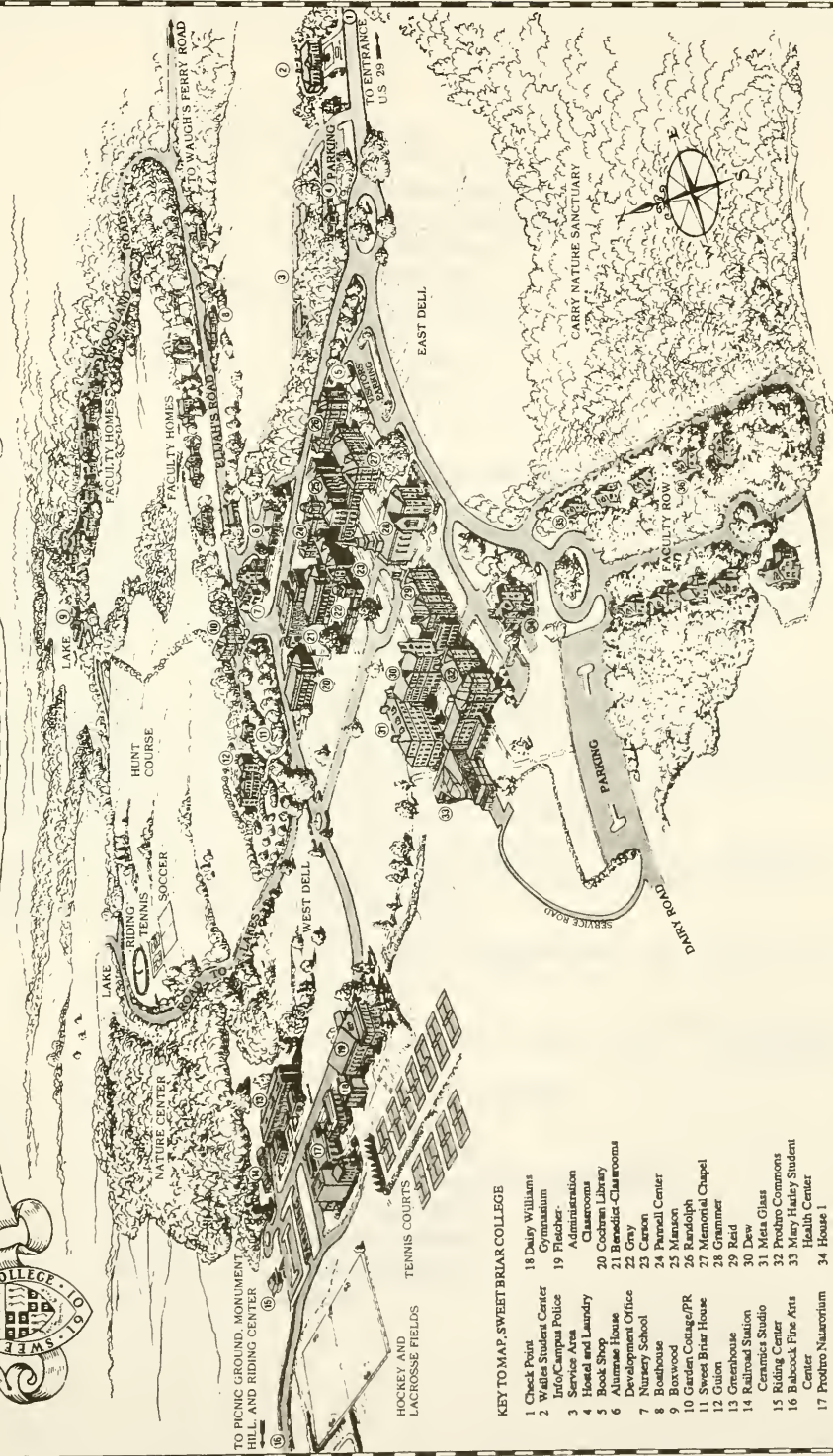
**"She Who Has Earned the Rose, May Bear It."**

Thank you to everyone in the Admissions Office for a super summer and good friendships, my family for a wonderful college experience, and to my friends  
Here's to a great Senior Year!!!!

MBM



# SWEET • BRIAR • COLLEGE •



## KEY TO MAP, SWEET BRIAR COLLEGE

- |                         |                               |
|-------------------------|-------------------------------|
| 1 Check Point           | 18 Dairy Williams             |
| 2 Walter Student Center | Gymnasium                     |
| 3 Info/Campus Police    | 19 Fletcher                   |
| 4 Service Area          | Administration                |
| 5 Hostel and Laundry    | Classrooms                    |
| 6 Book Shop             | 20 Colonial Library           |
| 7 Development Office    | 21 Board of Trustees          |
| 8 Nursery School        | 22 Gray                       |
| 9 Boxwood               | 23 Caron                      |
| 10 Garden Cottage/PR    | 24 Parnell Center             |
| 11 Sweet Briar House    | 25 Marston                    |
| 12 Guilan               | 26 Randolph                   |
| 13 Greenhouse           | 27 Memorial Chapel            |
| 14 Railroad Station     | 28 Grimmer                    |
| 15 Ceramics Studio      | 29 Reid                       |
| 16 Baccarat Fire Arts   | 30 Dew                        |
| 17 Pottery Natatorium   | 31 Meta Glass                 |
|                         | 32 Prothro Commons            |
|                         | 33 Mery-Harley Student Center |
|                         | 34 House 1                    |
|                         | 35 Denary                     |

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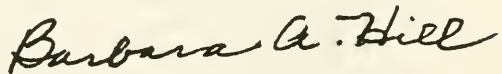
## President's Message

Dear Students,

The beginning of another academic year is a familiar ritual for Sweet Briar College, even though each autumn has its own particular anticipation and excitement. At the end of the year we will celebrate a Commencement as our graduates leave this special campus to find their places in the world. But fall is a commencement as well, a celebration of our coming together in this place to share the adventures of learning. Because this will be my first year at Sweet Briar, I look forward to the challenges and accomplishments we will undertake together.

Soon we shall settle down in the exquisite beauty of this setting and try to make the most of the opportunities we meet. To react, to question, and to learn are the obvious intellectual challenges which confront us. To reach out, to make commitments, and to understand others are also vital, personal opportunities open to us. It is my hope that in all our activities we will find profound satisfaction in personal growth and in an enriched acceptance and understanding of the world we share.

With great pleasure and a sense of anticipation, I greet you as we begin this academic year. I look forward to meeting each of you, and I extend my sincerest wishes for a fulfilling year at Sweet Briar College.

A handwritten signature in cursive script that reads "Barbara A. Hill". The signature is fluid and elegant, with the first letters of each word being capitalized and prominent.

Barbara A. Hill  
President

## SWEET BRIAR HISTORICAL SKETCH

Sweet Briar was founded in the first year of this century by Indiana Fletcher Williams in memory of her only daughter, Daisy, who died in 1884 at the age of sixteen. Mrs. Williams was a daughter of Elijah Fletcher, who came to Virginia from Ludlow, Vermont, in the early years of the nineteenth century and taught school in Amherst County. Later he moved to Lynchburg where he owned and published a newspaper, became a civic leader, and amassed large holdings of land as well as a considerable fortune.

At the time of Mrs. Williams' death in 1900, her estate consisted of more than eight thousand acres of land, including the Sweet Briar plantation, and over half of a million dollars. Under the terms of her will, the Trustees were directed to incorporate an educational foundation in the state of Virginia, to establish it as a perpetual memorial to her daughter, and to turn over to it all property left to them in trust.

It was Mrs. Williams' desire, according to the following excerpt from her will, that, "It shall be the general scope and object of the school to impart to its students such education in sound learning, and such physical, moral, and religious training as shall in the judgment of the Directors best fit them to be useful members of society."

The first Board of Directors determined that the college should be free from denominational control and that it should maintain the highest academic standards, uniting classical and modern ideals of education.

Sweet Briar College opened formally in September, 1906, with fifty-one students, including fifteen day students. Its A.B. degree, granted for the first time in 1910, was soon accepted for graduate work in leading universities.

By 1921, Sweet Briar held membership in the Southern Association of Colleges and Secondary Schools, the American Association of University Women, and the American Council on Education, and was approved by the Association of American Universities. Sweet Briar is a member of the College Entrance Examination Board, is a contributing member of the American School of Classical Studies at Athens and is affiliated with the Intercollegiate Center for Classical Studies in Rome. Sweet Briar College offers courses leading to teacher certification in the State of Virginia and 29 other states at both the elementary and secondary level. The music department is approved by the National Association of Schools of Music. Its chapter of Phi Beta Kappa is the Theta of Virginia, authorized in 1949.

The affairs of the College are managed by a self-perpetuating Board of Directors consisting of no more than 32 members elected annually. The Directors include the President of the College, the President of the Alumnae Association, four alumnae nominated by the Alumnae Association, and three alumnae from successive graduating classes.

Sweet Briar's presidents have been: Dr. Mary L. Benedict, who held the office from the opening in 1906 until 1916; Dr. Emilie Watts McVea, who served from 1916 to 1925; Dr. Meta Glass from 1925 to 1946; Dr. Martha B. Lucas from 1946 to 1950; Dr. Anne Gary Pannell from 1950 to 1971; Dr. Harold B. Whitemen, Jr., from 1971 to 1983; and Dr. Nenah E. Fry from 1983 - 1990; and Dr. Barbara A. Hill, who began her administration as eighth president of the college in 1990.



## SWEET BRIAR'S MISSION

Sweet Briar is a four-year independent college whose aim is to prepare women to be active, responsible members of a world community. Its curriculum is organized on the premise that a foundation in the liberal arts and sciences is an essential means to this end. Study of the liberal arts and sciences enhances the development of critical and creative abilities, develops the ability to synthesize disparate information, equips the student for graduate and professional education, and encourages the individual to continue to learn long after leaving Sweet Briar. A broadly based academic program teaches her to view her experience within wider contexts, to appreciate the achievements of the past, to understand the methods and major theories of science, to gain an appreciation of the arts, and to communicate with precision and cogency. At Sweet Briar this study takes place within a residential environment that encourages physical well-being, ethical awareness, sensitivity to others, responsibility for one's actions, personal initiative, and the assumption of leadership.

Sweet Briar continues its commitment as a women's college in order to devote all of its resources to the education of women in the full range of the liberal arts and sciences, including those subjects that have been traditionally considered as male domains. The faculty teaches individuals on a human scale. In small classes, students receive the attention that encourages self-confidence and the improvement of skills for life and livelihood. A highly qualified faculty, committed to undergraduate teaching of the highest standards, contributes to fulfilling these goals. The College continues to seek a diverse student body which is drawn from a national and international pool of applicants. As an independent college, Sweet Briar possesses the flexibility to respond to the many challenges that face higher education in a rapidly changing world.

## SWEET BRIAR SONG

Sweet Briar, Sweet Briar, flower fair,  
The rose that on your crest you wear  
Shall never fade, but always bear  
The beauty, O Sweet Briar!  
Sweet Briar, Sweet Briar, thy columns white  
Shine on thy hills a beacon light  
Of truth, to burn with radiance bright  
Forever, O Sweet Briar!  
Sweet Briar, Sweet Briar, we sing to thee.  
May thy foundations ever be  
Strong as thy hills, thy purity  
That of thy rose, Sweet Briar!

## CLASS SYMBOLS

### **The Class of 1992**

Motto: Factum non verbum

(Actions not words)

Colors: Purple and gold

Emblem: Swan

### **The Class of 1993**

Motto: Honor ante honores

(Honor before reward)

Colors: Peacock blue and green

Emblem: Peacock

### **The Class of 1994**

Motto: Ne obliviscamur

(Lest we forget)

Colors: Green and black

Emblem: Oaktree

### **The Class of 1995**

Motto: Spectamur Agendo

(We are proven by our actions)

Colors: Delph blue and black

Emblem: Lion

## HONOR SYSTEM

The Honor System, a workable system of mutual trust which has been incorporated into all aspects of life at Sweet Briar, consists of three principles of honor upon which the community operates. These principles are: the validity of one's word, the honesty of one's work, and respect for the property of others. While allowing students a greater degree of individual responsibility, the Student Government Association rules and Honor System serve to establish a cohesive sense of community living. When a student assumes this responsibility, it is believed that she will recognize the rights of others and maintain consideration for these rights. This system operates for the benefit of the whole and the individual only when each individual accepts her responsibility to the whole. **IGNORANCE IS NO EXCUSE.**

The Honor System is based on the fundamental belief that harmony in community living is best achieved when it has as its basis honor and mutual trust. The Honor System at Sweet Briar College is constructed so as to uphold these three principles which we believe to be the core of individual and community honor:

1. Integrity of one's word.
2. Respect for the property of others.
3. Honesty in academic work (including preparation of classroom work, papers, laboratory work and notebooks, tests and examinations).

Each student is required, under pledge, to adopt these standards and to uphold them during the duration of her career at Sweet Briar.

After passing the Student Government Association test at the beginning of her first year at Sweet Briar, every student is expected to sign the Honor Pledge, without reservation, indicating that she will adhere to the principles of the Association as long as she is a member thereof.

**EACH TIME A SWEET BRIAR STUDENT SIGNS HER NAME TO ANYTHING, SHE ACKNOWLEDGES HER PROMISE TO UPHOLD THE HONOR PLEDGE.**

### I. Sweet Briar Honor Pledge

**I PLEDGE THAT I WILL GUARANTEE THE VALIDITY OF MY WORD, MAINTAIN ABSOLUTE HONESTY IN MY WORK, AND RESPECT THE PROPERTY OF OTHERS. REALIZING THAT THESE STANDARDS ARE AN INTEGRAL PART OF LIFE AT SWEET BRIAR, I HEREBY ASSUME MY OBLIGATION TO UPHOLD THEM. I WILL REPORT MYSELF AND ASK OTHERS TO REPORT THEMSELVES FOR ANY INFRACTION OF THIS PLEDGE.**

In order to avoid external controls as much as possible, we depend upon certain means of self-enforced discipline:

1. The student must report herself for any infraction of the Sweet Briar Honor System. If there is cause to think that specific infractions are occurring, judicial representatives, in accordance with judicial procedures, have the power to ascertain whether or not this is true.

2. The student is first of all responsible for her own behavior. If she has reasonable knowledge of a breach of the pledge, she is honor-bound, by her signature, to ask the offender to report herself. If the offender fails to report herself, it is within another student's power to report to the proper Student Government Association officer. Signing the pledge does not commit a student to report an offender, but it does commit her to ask the offender to report herself.

3. Students are reminded that, once a Judicial case has been decided, there is to be no further discussion by those directly or indirectly involved.

Any infraction of the Sweet Briar Rules and Regulations which involves lying, cheating, or stealing is considered a breach of honor.

An honor regulation is one which the student has pledged herself to uphold. The student is honor-bound to report herself and to ask other students to report themselves for infractions of the honor regulations. Such infractions will be considered honor offences and as such will be punished with severity.

Students should realize that every other student has the same obligations to the community in

upholding the Honor System. Personal feelings and/or relationships should have no bearing upon fulfilling this responsibility. In maintaining the spirit of an honorable community and of a just judicial system, students must respect the decisions made by the Judicial Committee, a body elected by the students. Breaking this spirit may serve to alienate the individual or create disturbance or uneasiness among the community.

## II. Academic Honesty

**THE VALIDITY OF THE SWEET BRIAR DEGREE DEPENDS UPON THE INTEGRITY OF THE WORK WHICH IT REPRESENTS.** Therefore, principles of academic honesty are an essential part of the Sweet Briar Honor System. In accordance with these principles the following regulations have been established:

### A. Examinations and tests

1. All tests and examinations are given under the Honor System. The student's signature signifies that the information given on a test or paper is her own. It is regarded as a guarantee of honest work. (As a reminder to all students, each is required to sign a printed pledge on every examination that she takes. In addition, on every paper and test, each student is required to write **I PLEDGE** in addition to signing her name.)

2. Only those materials needed for the examination may be brought into the examination room. For their own protection students are advised not to bring notebooks into classrooms where tests and examinations are to be held.

### B. Papers and Plagiarism

1. The presentation of the words or ideas of another as one's own work is plagiarism. The wording used by others in expressing even commonly known facts is private property, and to include it in a paper as though it were one's own, is dishonest. Ideas and facts not generally known and not commonly accepted still bear the personal impress of the people who formulated or discovered them, and it is unfair for the student to present such facts and theories as though they were her own, even if she changes the phrasing their originator used to express them. The student may use another person's work only if due credit is given.

a. Credit is given for the words of another by enclosing them in quotation marks or by indenting and single-spacing them.

b. Credit is given for the fact or idea of another, or the paraphrase or summary of another's work, by a footnote specifying the source. Acknowledgement must be made even though the student expresses the ideas and facts in words different from the source.

c. A footnote must be used to show exact source. A quoted passage may range from a single word to a phrase, sentence, paragraph, or series of paragraphs.

d. Every quotation must be exact. If words or phrases within a quotation are omitted for the sake of brevity, three dots (...) should be used to indicate the omitted portion.

e. If such words as pronouns or proper names in a quotation are not clear, an identifying or explanatory word may be inserted by the student. This editorial material must be enclosed in square ([ ]) brackets

2. Examples of the dishonest use of material follow:

a. This is a paragraph from *THE RISE OF AMERICAN CIVILIZATION* by Charles A. and Mary Beard:

"When the first Continental Congress assembled in Carpenter's Hall in Philadelphia, it was found that many of the ablest men in America had been sent to speak for the discontented groups in the colonies. Some were bold: Gladson of South Carolina was for an immediate attack on General Gage in Boston. Others were cautious: Dickinson of Pennsylvania thought that a respectful petition to the king would restore harmony; Washington, like Cromwell before him, apparently awaited the decree of Providence."

The following is not an exact copy of the original, but it contains some phraseology which was formulated by the Beards and which therefore belongs to them. To hand in as an original paper one containing this paragraph without giving credit to the Beards would be dishonest:

Among the members of the first Continental Congress, which met in Philadelphia in 1774, were some of the most capable men in America. They had been sent to speak for the discontented groups



in the colonies. Some of the delegates, like Gladson of South Carolina, called for decisive action. Others, like Dickinson of Pennsylvania, were more cautious, believing that a respectful appeal to the king would lead to a solution of their problems. Washington apparently awaited the decree of Providence.

In the following paragraph, none of the wording employed by the Beards remains, but the whole framework of the paragraph, the ideas, and their arrangement, has been retained. The inclusion of this paragraph in a paper as if it were original work would be dishonest:

Many of the wisest men in the colonies were among the delegates of the first Continental Congress. There was a great difference of opinion among these men about what ought to be done concerning the grievances of the colonies. There were those who favored prompt decisive action. Gladson of South Carolina, for instance, advocated attacking the British troops in Boston at once. There were others who believed that a deferential appeal to the king would bring about a redressing of their wrongs. Washington seemed to be content with a policy of watchful waiting for what fate had in store. No wonder that John Adams declared the Congress was part Whig, part Tory, and part mongrel.

The sum of these principles, however, is not that it is impossible to utilize the work of the Beards. The material in this paragraph may be used in several ways. In the first place, it may be quoted entirely or in part, a footnote being used to refer to the source of the quotation. In the second place, all or part of the paragraph may be used as an indirect quotation. In indirect quotation the writer does not reproduce exactly the words of his source but presents the ideas in his own words, at the same time acknowledging this indebtedness. Paragraph 3 might be used for instance, after some such introduction as this: According to Charles A. and Mary R. Beard in the *Rise of American Civilization*, many of the wisest men in the colonies were...etc." Finally, the facts in the paragraph or some of them might be used without borrowing either the phraseology or the organization employed by the Beards, credit being duly given them in a footnote.

b. The following is quoted in its entirety from *Writing Research Papers; A Complete Guide* by James Lester: 1

#### *Original Material*

*Wuthering Heights* is the most remarkable novel in English. It is perfect, and perfect in the rarest way: it is the complete bodying forth of an intensely individual apprehension of the nature of man and life. That is to say, the content is strange enough, indeed baffling enough, while the artistic expression of it is flawless.

#### *Student Version A*

The most remarkable novel in English is *Wuthering Heights*. It brings forth an individual apprehension of the nature of man and life; therefore it is perfect in the rarest way. The artistic expression is flawless, but the content is strange, indeed baffling.

This piece of writing is plagiarism in its most deplorable form. The student has simply reversed the order of each sentence, retaining the essential phrasing. He provides no documentation whatever, which implies to the reader that these sentences are entirely his original creation.

#### *Student Version B*

*Wuthering Heights* is a great English novel. It is perfect in the rarest way: it provides an individual apprehension of man's nature. The artistic expression is flawless, although the content is strange and baffling. 1

1Walter Allen, *The English Novel*(New York, 1954), p.223.

1James Lester, *Writing Research Papers; A Complete Guide* (Glenview, Illinois, 1967), p.48-49.

This student's version is also plagiarism, even though she carefully documents the citation. She has obviously copied almost directly from her source, changing only a few words and phrases. Her method is neither summary nor paraphrase. This error may be avoided by direct quotation or, preferably,

by scholarly paraphrase that may include some direct quotation of any striking significant or well-worded ideas.

#### Student Version C

Walter Allen insists that the "artistic expression" of *Wuthering Heights* is flawless. 1 Allen admits that the content is strange and even baffling, but he argues that the novel is perfect because it accurately presents "an intensely individual apprehension of the nature of man and life."<sup>2</sup>

1 Walter Allen, *The English Novel* (New York, 1954), p.223.

2 Ibid.

This version represents a satisfactory handling of the source material. The authority being cited is identified and acknowledged at the outset, the substance of his comment is well expressed in the student's own language, and a key idea in the original, one strikingly worded, is directly quoted, so as to give full credit is due. The student has been wholly honest to her source, and she has made effective use of the authority for her purposes.

3. The Judicial Committee suggests that any student who remains unclear about the proper procedure for borrowing and accrediting material should seek the advice of a professor or a member of the Judicial Committee.

4. Individual departments will distribute additional written information about potential honor violations.

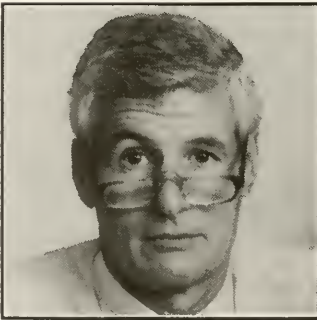
C. Signature on Library Materials, see page 19.

D. Responsibility of faculty members and administrators, see page 16.

## COLLEGE OFFICIALS



**BARBARA ANN HILL**  
*President of the College*



**TOM CONNORS**  
*Vice President and Treasurer*



**GEORGE LENZ**  
*Dean of the College*



**ROBERT BARLOW**  
*Dean of Student Affairs*



**EMILY HARBOLD**  
*Assistant Dean of the College*



## ACADEMIC RULINGS

All students are expected to be familiar with the academic regulations and proceedings in this section, which consists of excerpts from the Faculty Rulings. Other Faculty Rulings will be found in the catalog of the College. A student who does not understand any Ruling should consult the Dean of the College. Ignorance of the regulations is not be an acceptable excuse for failing to comply with them.

### A. Registration, Changes of Program, and Schedules

1. a. Registration for the Fall, Winter and Spring Terms takes place on the dates specified in the College calendar, or as designated by the Registrar.

b. The registration of all students must be completed on the dates specified and rooms will not be held for students who do not register unless an acceptable excuse has been presented to the Dean before the official registration date. Failure to register on the day and time designated will result in late fees as follows: \$25.00 up to five days late plus \$5.00 fee for every week late after the date.

c. All students are required to attend the Convocation at the opening of the academic year and any other Convocations designated as required on the College Calendar.

2. a. Courses may be added within the first eight class days of the Fall and Spring Terms and the first three days of Winter Term.

b. For the Fall Term and Spring Term courses may be dropped within the first twenty (20) days of the term. After this period, a student may withdraw from a course no later than four weeks before the last day of class. A grade of "W" will be recorded on her transcript. For the Winter Term a student may drop a course within the first five days of the term. A student who drops a course after the fifth day of Winter Term or with draws from a course later than four weeks before the last day of classes in Fall or Spring Term automatically incurs an "F" in the class. Exceptions may be made by the Dean at his discretion or on the recommendation of the College Physician. Exceptions shall be reported to the Executive Committee of the Faculty.

c. A change of program is not valid until the completed add/drop form or request for withdrawal form is presented to the Office of the Registrar by the student within the time limits specified above.

d. A student must use the Dean's Office Petition form (available in the Dean's Office) to apply for exceptions, including medical exceptions, to these rules. Exceptions shall be reported to the Executive Committee of the Faculty.

3. a. A student with a cumulative credit ratio of at least 2.000 may, with the approval of her advisor, take one course each term on a Pass/No Credit basis. A student in her first term at Sweet Briar is not eligible for this option.

b. A student must indicate the course that is to be taken on a Pass/No Credit basis no later than the last day for adding courses in each term. This is done by filing the card for this purpose with the Office of the Registrar.

c. The student taking a Pass/No Credit option shall be responsible for meeting all the academic obligations of the course, including tests, papers, and examinations, and shall be graded on the same basis as the other students in t course. If her final grade is C- or better, she may receive credit toward the degree, but the grade will not be counted in the computation of her cumulative credit ratio. The grade of P will appear on her record. If her final grade is less than C-, she shall not receive credit for the course and the designation NC will appear on her record and will not be counted in the computation of her cumulative credit ratio.

d. An instructor or department may exclude a course from Pass/No Credit grading. Succourses will be so indicated in the catalog.

4. a. A student must carry a minimum of 12 semester-hours to be considered a 3/4 time student, and six semester-hours to be considered a half-time student. A student must obtain special permission from her faculty advisor and the Dean in order to carry less than twelve or more than 17 semester-hours of academic work in the Fall or Spring Term.

b. With the permission of the instructor a student may register for a course on

a "potential credit" basis, provided she is registered for at least 12 additional hours of credit. The instructor will specify the requirements of the course and the student must meet these requirements as scheduled if she wishes credit. Not later than one week before the end of the classes in the term, the student must notify the instructor and the Registrar's Office if she does not wish credit for the course, in which case her course registration will be canceled.

- c. Permission to audit a course must be obtained from the instructor.

## **B. Courses of Instruction, Schedule**

1. a. The announcement of courses to be offered shall each year be presented by each department to the Committee on Instruction for its consideration and recommendation to the Faculty which must approve all changes in course offerings. (See also L 3.c.)
  - b. No change from the catalog announcement of credits or number of hours of meeting may be made without the approval of the Committee on Instruction.
2. a. The Schedule of classes is prepared by the Office of the Registrar after consultation with the various departments.
  - b. Permission to schedule a class temporarily or permanently in the evening, or at any time outside the regular class schedule, must be secured from the Dean. Permission of the Dean must be secured from required field trips and other projects off-campus which will take place during regular class hours at times other than those scheduled for the course.
  - c. An instructor may request a change in the hour of a class, the place of meeting, or the sectioning, which will be made by the Registrar with the approval of the Dean if the general schedule allows it. The Registrar shall resolve conflicts and shall schedule courses in hours "to be arranged" (tba).

## **C. Hours and Credits, Requirements for Graduation and Class Standing**

1. The credit ratio is the ratio of the total number of quality points to the total number of graded semester hours attempted.
2. a. The credit ratio is computed as follows: for each semester hour of A, 4 quality points; B, 3; C, 2; D, 1; F, 0. For every semester hour of plus add 0.3, and for every semester hours of minus, subtract 0.3, with the following exceptions: F is not subject to either plus or minus variation, and A is subject only to minus variation.
  - b. In computing the credit ratio, courses taken at another institution are not counted, except for (a) those courses taken, while a student is at Sweet Briar, in Tri-College Consortium colleges (Randolph-Macon Woman's College and Lynchburg College); and (b) those courses taken during the academic year only in the Seven-College Exchange program or as part of the Washington Semester at American University. Grades earned in the second institution involved in a 3-2 dual degree program or in the Sweet Briar Junior Year in France and Junior Year in Spain Programs will be recorded in the student's file but not on the Sweet Briar transcript, and will not be computed in the grade point ratio. (See also D. 1. a.; H. 1. c.)
3. a. In order to be eligible for a Sweet Briar degree, a student must present at least 120 hours of credit, and she must have a cumulative credit ratio of not less than 2.000 in the courses taken at Sweet Briar and at any of the institutions specified in III. A. 3.; and she must satisfy the other requirements for the degree as specified in the catalog.
  - i. A minimum of nine hours of Winter Term course work is required for the degree. A student spending her entire junior year abroad may offer three hours of work completed there toward fulfilling her Winter Term requirement.
  - ii. No more than five semester-hours of physical education activity courses may be counted toward the degree.
  - iii. No student may count more than 50 hours in a single department toward the Sweet Briar degree. English I (and English 3) do not count toward this 50-hour maximum.
  - iv. No more than 12 semester-hours of internship credit may be counted toward the degree.
  - v. No more than 12 semester-hours of summer school work may be counted toward the degree.
  - b. i. A minimum of two years of residence is required for the degree. Residence during the final year of the academic program is required except for those students

participating in 3-2 degree programs approved by the Faculty. At least 60 semester-hours must have been earned at Sweet Briar.

ii. Requests to accelerate the degree course must be made to the Dean for referral to the Executive Committee of the Faculty. Normally a request will not be approved unless the student's cumulative credit ratio is at least 2.700 at the end of the fifth term (not counting Winter Terms) at Sweet Briar.

c. A student may declare, complete, and have recorded a double major by fulfilling the requirements of two departments.

d. i. If a student intends to complete a certificate program, she should declare this intent at the same time she declares her major. Students are limited to one management certificate.

ii. If a student intends to minor in a Department, she should declare this intent at the same time she declares her major.

iii. A minor requires a minimum of 18 hours in a Department. At least six of these shall be on an advanced level, as defined by the Department. A credit ratio of not less than 2.000 in the minor in required for successful completion of the minor.

iv. Normally a student with an interdepartmental or interdisciplinary major will not be allowed to declare a minor in any of her departments by double-counting courses.

e. A credit ratio of not less than 2.000 in the major is required for graduation. All courses in the major department which can count towards the major as defined in the Catalog will count towards the credit ratio.

f. A student who after 12 terms (counting Fall, Winter and Spring Terms) fails to meet the general credit ratio or the credit ratio in the major required for graduation may be permitted to return to college for one Fall or Spring Term the next year. She must carry not less than nine hours of work for credit and must have a credit ratio of 2.000 for her entire college course and a credit ratio in her major of 2.000 in order to obtain the degree.

g. A student who withdraws prior to completing the degree and wishes to return at a later date has a total of four years from the date of her withdrawal in which to complete the degree under the regulations existing at the time of her withdrawal. After four years, the regulations in effect at the date of her return will be in force.

h. Under normal circumstances a student who has failed to complete the requirements for graduation after four years of full time study or its equivalent by the end of the senior year will be expected to complete her requirements within two years of the previously anticipated date of graduation.

i. Exceptional cases may be referred by the Dean to the Executive Committee of the Faculty.

4. a. For senior standing a student in the Fall Term must have passed at least 88 semester-hours of work, must have a cumulative credit ratio of not less than 2.000, and must have met the degree requirements in foreign language and physical education.

b. For junior standing in the Fall Term a student must have passed at least 56 semester-hours and have a cumulative credit ratio of not less than 2.000.

c. For sophomore standing in the Fall Term a student must have passed at least 24 semester-hours and have a cumulative credit ratio of not less than 2.000.

d. A student who, at the beginning of the academic year, has failed to earn the hours or credit ratio or to meet other stipulations for full class standing may be declared ineligible to continue her college course, may be placed on academic suspension, or may be carried on the roll of her class as a Conditional Sophomore, Junior, or Senior. If carried on the class roll, she will be placed on the warning or probation list and will not be entitled to hold extracurricular office until she has regained full class standing. For specific details, see the "Statement of Academic Progress Requirements," Appendix A.

5. a. Any student who fails to achieve a cumulative credit ratio of 2.000 at the end of the Fall Term will be reported by the dean to the Committee on Student Eligibility of the Executive Committee of the Faculty which shall either place the student on the warning or probation list, or on academic suspension, or declare her ineligible to continue her college course. No student on warning or probation may hold any extracurricular office.

b. A student who has been on the warning or probation list for three consecutive terms not including the Winter Term, or who has failed within one year to repair a failure in any requirement for the degree, shall normally be placed on academic suspension or be declared



ineligible to continue her college course. Exceptions to this rule may be made on the recommendation to the Dean by the committee on Student Eligibility of the Executive Committee of the Faculty.

c. Any first-year student whose cumulative credit ratio is below 1.000 may be dismissed from the College for a semester. Subsequent readmission would be contingent on evidence of satisfactory academic work completed at another accredited institution.

#### **D. Tri-College Consortium**

1. a. By agreement among three area colleges, a student at Sweet Briar College may take a course at Lynchburg College or Randolph-Macon Woman's College, provided the course is not currently available at Sweet Briar College. With the approval of the appropriate department at Sweet Briar and the Dean, the course may be counted toward the Sweet Briar degree and the grade will be counted in the computation of the cumulative credit ratio. These stipulations apply to summer term work as well, although summer term tuition must be paid on the campus where the course work is taken.

b. A student involved in the Tri-College Consortium Exchange may not take over 50% of his or her courses off the home campus in any one term. Exceptions may be made by the Deans of the institutions concerned.

c. Application for permission to participate in the Tri-College Consortium Exchange should be made the Dean. No tuition will be charged in addition to that already paid to Sweet Briar College (exception: summer term tuition, A. 1. above), but the student must pay any extra fees or charges and must make her own arrangements for transportation.

#### **E. Dual Degree Programs**

1. The purpose of these programs is to satisfy the needs of the student who wishes to combine the advantages of a liberal arts curriculum with the more specialized training offered by a large institution. The general plan of study comprises three years at Sweet Briar, followed by two years at a cooperating university, and leads to the award of the two degrees: The Bachelor of Arts from Sweet Briar, and the Bachelor of Science from the university.

2. The Sweet Briar degree will be awarded at the end of the fourth year, provided that the student's work that year has been satisfactory. If Sweet Briar's commencement occurs before the fourth-year grades are available, the student will be allowed to participate in graduation exercises, but her degree will be withheld until the final grades are received from the cooperating institution.

3. In addition to the specific prerequisites of the cooperating university, the student must satisfy the following Sweet Briar requirements by the end of her third year:

a. Completion of three-quarters of the total hours required for graduation.

b. Completion of the area distribution requirements.

c. Completion of a major field of study, except when courses at the university can be applied toward the major.

4. In order to be eligible for the Sweet Briar degree, a student following a 3-2 program shall have spent at least two years in residence, one of which must be her junior year.

#### **F. Tests, Examinations, Culminating Experience, Grades**

1. a. All tests and examinations are given under the honor system. The student's signature to any written work is regarded as a pledge of honest work.

2. a. Examinations for each course are held at the end of each Fall and Spring Term and are scheduled in accordance with a plan approved by the Faculty. At the discretion of the instructor an examination may be given in a Winter Term course, but no time will be set aside in the College Calendar for Winter Term examinations.

b. Scheduling a final examination outside the official examination period must be approved by the Dean.

c. No take-home final examination may be distributed before noon on the last day of classes for the Fall or Spring Term. Take-home final examinations require the permission of the Dean, which will be granted if the nature of the examinations precludes taking them under the usual circumstances.

d. If a department or instructor wishes to substitute some other piece of work for an examination, the Dean must be informed in advance and not later than one month before the end of classes within the term.

e. Course examinations are normally of two or three hours' duration and must

be terminated promptly. An instructor who wishes to give an examination of longer duration must request prior approval of the Dean.

f. All course work must be completed by the last day of classes in each term.  
3. a. If a student is ill, it is her responsibility to make arrangements with her instructor(s) to complete course work, quizzes, or examinations. Verification of hospital or infirmary confinement may be obtained from the Health Center at the request of the faculty member(s) concerned.

b. If a student is in the Infirmary at the time scheduled for an examination or test, she may, with the permission of the instructor, take it in the Infirmary. By arrangement with the instructor, however, she may take it after she has left the Infirmary at a time and in a place to be determined by the faculty member.

c. Examinations and tests taken in the Infirmary are conducted under the honor system.

d. If a student is absent from a term examination or test for reasons other than health, she will receive an F on the exam or test unless she presents for such absence an explanation satisfactory to the instructor and the Dean.

4. a. Departments are required to designate a "culminating" senior exercise most appropriate to the discipline and required of all senior majors. This would carry three hours of credit and should take place during the spring of the senior year.

5. a. Term and final grades are to be assigned with the following meaning: A indicates excellent work; B, good; C, satisfactory; D, poor but passing; F, failure. The plus symbol may be used with B, C, and D; the minus may be used with A, B, C, and D.

b. No grade reported to the Registrar's Office may be changed without the consent of the Faculty, unless such change is necessitated by a clerical error or other oversight when correction may be made after consultation with the Dean. Grade changes are limited to the semester subsequent to that in which the work was done. Changes can only be made if the incorrect grade was the result of faculty error.

c. Final term grades shall be reported to the Registrar who will inform the student. These grades must not be given to any student or her parents by an instructor.

d. Term and final grades shall be reported to the Registrar promptly and in no case later than the date set by the Registrar. A special date will be set each year for the reporting of the grades of seniors before Commencement.

e. i. In the case of year-long courses, the numbers of which are linked by a semi-colon (formerly a hyphen), the Fall Term is a prerequisite to the Spring Term, and no credit will be given for one without the other except with the permission of the instructor. Separate grades will be given in Fall and Spring courses. If a student receives an F in either semester of a semi-colon course, the F grade will be counted and averaged in her GPA.

ii. In year courses the numbers of which are separated by a comma, the grade for each term is separately recorded and graded, but the Fall Term is a prerequisite for the Spring Term unless otherwise indicated in the course description in the catalog.

f. i. If the Fall Term grade in a year course is an F, the instructor shall decide whether the work of the term must be repeated. If the final grade is an F, the instructor shall decide whether both terms or only the Spring Term must be repeated before a final grade may be given for the course.

ii. If a grade of F is obtained at the end of the Fall Term of a year course and the course is then dropped, the grade shall be counted for one term only. If the course is continued into the Spring Term and dropped after the twentieth day of the term, a grade of F will be recorded for the term.

6. a. In case the grade at the end of any term is F, the instructor shall complete a report thereof in duplicate on a form available in the Office of the Registrar.

b. If a student fails a required course, she must repeat the course either at Sweet Briar or at another institution, subject to the approval of the Dean and the head of the department concerned. If a student fails a required course twice, she may be declared ineligible to remain in the college.

c. I or Incomplete indicates that a substantial piece of required work has not been completed but under circumstances which merit an extension of time. If the student feels she has a valid reason for requesting an incomplete, she should obtain a Permission for Incomplete form from the Dean's office, complete it, sign it, and have it approved by the faculty member and the Assistant Dean. Hence, the Incomplete becomes a three-way agreement. This process must be completed by the

last day of exams. The grade of I may be removed only by the completion of the incomplete work within four weeks after the last class day of the term in which the grade of Incomplete was given. Under exceptional circumstances an extension of time may be granted by the instructor in consultation with the Dean. If the I is not removed within the specified time, a grade of F for the course shall be recorded.

## **G. Independent Study, Special Study, Directed Study and Internships**

1. a. An INDEPENDENT STUDY is defined as pursuit of an upper level research project determined in advance by the student in consultation with and with the approval of a faculty member who will act as the sponsor of the undertaking. The student's work, which may take place off campus, need not be subject to continuous review by the faculty sponsor. Prerequisites for the course shall be the appropriate 100 level course(s) and a 200 level course, or permission of the faculty sponsor. An independent study shall have a 300 level designation, as provided by the Registrar. Independent study projects shall receive from one to three hours of credit, as determined in advance, at the discretion of the faculty sponsor.

b. A student doing an independent study project must obtain on her proposal form the signatures of the faculty member sponsoring her project, of the Chair of the Department or Director of the Program, of the Academic Adviser, and of the Dean. The deadline for completing this procedure shall be the end of the second week of the Fall and Spring Terms and, for the Winter Term, one week before the end of Fall Term classes. For summer independent study, the deadline is one week before the end of Spring Term classes.

c. A credit ratio of C (2.000) in the proposed field of study shall be required for admission to independent study work. First year students therefore are ineligible for independent study during the Winter Term.

d. Exceptions to these rulings may be made for good cause by the Dean in individual cases.

2. a. A SPECIAL STUDY is defined as the study of an intermediate level topic by an individual student or a small group of students under the immediate supervision of a faculty member. Prerequisites for the course shall be the basic course of the department in which study is undertaken and an appropriate 100 level course, or permission of the faculty sponsor. A special study shall have a 200 level designation, as provided by the Registrar. Special study work shall receive from one to three hours of credit determined in advance, at the discretion of the faculty sponsor.

b. A student doing a special study project must obtain on her proposal form the signatures of the faculty member sponsoring the study, or the chair of the Department or Director of the Program, of the Academic Adviser, and procedure shall be the end of the second week of the Fall and Spring Terms.

c. Exceptions to these rulings may be made for good cause by the Dean in individual cases.

3. a. An INTERNSHIP is defined as an off-campus work experience related to a student's academic program. An on-site supervisor and a Sweet Briar College faculty sponsor are needed for direction of the internship.

i. An internship shall consist of a minimum of 120 hours of work, either at the work place or in related field work, and shall receive three semester-hours of credit. With the recommendation of the faculty sponsor and approval of the Dean, longer internships may be awarded more credit, up to a maximum of six semester-hours for any one internship. No more than 12 semester-hours of internship credit may be counted toward the degree.

ii. Internships shall be graded on a Pass/No Credit basis.

b. To be eligible for an internship, a student must meet the following criteria:

i. She must be a sophomore, junior, or senior.

ii. She must have a cumulative GPA of 2.0 or better.

iii. She must have taken at least three semester hours of course

work in the field of study to which her internship is related, and she must have at least a 2.0 credit ratio in this field.

c. i. A student initiates the process of obtaining an internship by requesting a signed Intent to Intern form from the Office of Career Planning. This form must be attached to the description of the internship which is submitted for the Dean's approval. The description must be signed by the faculty sponsor, the Chair of the Department or the Director of the Program, and the Dean.

ii. The deadlines for completing this procedure are as follows:



For Fall or Spring Term internships: 1st day of classes.

For Winter Term internships: 1 week before the end of Fall Term classes.

For summer internships: 1 week before the end of Spring Term classes.

iii. A standard letter outlining the College's internship policies and containing the faculty sponsor's name and telephone number shall be sent to the on-site supervisor from the Dean's Office before the internships begins.

iv. The student shall deliver a form for the on-site supervisor to sign and return to the student, verifying that the student has completed the internship. The student will then deliver this signed form to the faculty sponsor.

d. To receive credit for the internship, a student must submit the following:

i. a written report of assigned reading related to the academic discipline in which the internship is taken and to the internship itself. Other work may be substituted for this report with the approval of the faculty sponsor and the Dean.

ii. a journal which provides a detailed description of what the intern did.

iii. a paper in which the intern attempts to make sense of the internship experiences recorded in her journal by relating them to her academic discipline and to any assigned literature.

iv. a form signed by the on-site supervisor verifying satisfactory completion of the internship. It is also the student's responsibility to request her supervisor to send an evaluation of her work directly to the faculty sponsor.

## H. Winter Term

1. a. Every student must complete three academic Winter Term courses, independent study projects, or internships for graduation. A minimum of nine hours of Winter Term work is required for graduation. A maximum of three hours of credit exclusive of Physical Education, can be earned in any one Winter Term.

2. b. The minimum number of hours a course must meet is 32 and the minimum number of days per week is 4.

c. An instructor who wishes to repeat a Winter Term course shall submit it to the Committee on Instruction for approval no later than April of the preceding spring. Normally, no course may be offered more than twice in a four-year period.

d. The ceiling on enrollment for Winter term courses would normally be twenty students.

## I. Advanced Standing, Summer Work

1. a. Application for credit at Sweet Briar for work pursued elsewhere must be made to the Registrar. In no case will more than 60 semester hours be allowed toward the degree for work taken elsewhere. Courses offered for credit toward the major or minor must be approved by the appropriate department at Sweet Briar College.

b. Credit is tentative until the student has completed one year's work at Sweet Briar with a credit ratio of at least 2.000.

c. No credit will be granted for work taken at another institution, including the Junior Year in France and the Junior Year in Spain, if the grade obtained is less than C-. No transfer credit will be allowed for courses taken Pass/Fail at another institution, unless Pass at that institution is the equivalent of C- or above.

2. a. No more than 12 semester-hours of summer school work will be allowed toward the degree. In order to insure that credit will be transferred, it is strongly recommended that students obtain written permission of the departments concerned and the Dean BEFORE enrolling for summer school courses. If prior permission is not obtained, students must request approval of the courses no later than the end of the second week of the Fall Term following summer school, and transfer credit will depend on written approval of summer work by the departments concerned and the Dean.

## J. The Calendar, Class Attendance, Due Dates for Papers and Reports

1. a. The general calendar structure for the academic year as approved by the Faculty shall not be altered without the approval of the Faculty. The specific dates for each annual calendar shall be determined by the Administration of the College.

- b. Classes must be held and examinations given in accordance with the official Calendar.
- 2. a. An instructor who expects to be absent from a class shall make provisions for the class and shall notify the chair of the department and the Dean as to the duration of the absence and the provisions made for the class.
  - b. In case of unexpected absence, the instructor in question shall notify the chair or, if the chair is unavailable, the Dean; he or she will, insofar as is possible, make provisions for meeting the class or notifying the students that the class will not be held.
  - c. Students shall remain in the classroom for ten minutes after the scheduled time for the start of class but may leave if the instructor fails to meet the class without notice.
  - d. i. An instructor must give advance notice of detailed requirements for papers and other major projects and the due date so that the student may have a reasonable time to complete them. When the terms of an assignment seem unreasonable, a student, having consulted the instructor first, may then consult the department chair or the Dean.
    - ii. While an earlier date for the completion of term papers or reports may be set by the instructor, the latest date permitted is one week before the end of classes in the Fall and Spring Terms. All work for the Winter Term must be completed by the last day of the term.
- 3. a. Students are expected to attend ALL classes. Faculty may take class participation into account in grading.
  - b. If a student misses a class, it is her responsibility to make up the work missed and to obtain any new assignments WITHOUT ASSISTANCE FROM THE PROFESSOR. Under normal circumstances faculty DO NOT give extra help to students who miss class unless the absence occurs because the student was admitted to the Infirmary or hospitalized.
  - c. With the permission of the instructor, a student may change from one section to another in order to make up work. She may not do so in order to remove records of absence or to leave the college early before a vacation or recess, or to return later therefrom.
  - d. A student who is absent from classes for more than four weeks may re-enter classes only with the permission of the Dean. Only in exceptional cases will she be permitted to carry a full schedule of courses.
  - e. The Dean may modify at his discretion the application of any of the rules regarding attendance.

## K. Honors

- 1. General honors are awarded at graduation on the basis of the student's entire undergraduate record.
- 2. The requirement for
  - i. the degree cum laude is a cumulative credit ratio of not less than 3.300.
  - ii. the degree magna cum laude is a cumulative credit ratio of not less than 3.500.
  - iii. the degree summa cum laude is a cumulative credit ratio of not less than 3.800.
- 3. Departmental honors as well as general honors may be awarded to students enrolled in the Honors Program. Depending on the quality of the student's work, she may receive the degree with Honors, High Honors, or Highest Honors in her major field of study in accordance with the stipulations for the Honors Program as approved by the Faculty.
- 4. First Year Honors are awarded at the end of the Fall Term to first year students who have achieved a credit ratio of 3.300 provided they have carried at least 12 hours of graded work and received no grade below C. If a student receives a grade of unsatisfactory or NC (no credit), as in Physical Education, that grade will count as a grade below C.
- 5. Sophomores, juniors, and seniors who have achieved a term credit ratio of not less than 3.500 at the end of a Fall or Spring Term, provided they have carried at least 12 hours of graded work and received no grade below C, may be named to the Dean's List, as approved by the Faculty. If a student receives a grade of unsatisfactory, as in Physical Education, that grade will count as a grade below C.

## L. Academic Policy on Disabilities

Sweet Briar College complies with Section 504 of the Rehabilitation Act of 1973 and accepts

students with disabilities who can successfully pursue a demanding arigorous college program. Further information is available in the Office of the Dean.

## M. Honor System

If an instructor observes a possible breach of Academic Honor he/she will promptly confer with the student involved (the Faculty are referred for full details to the statement on the Honor System in the Students' Handbook).

# LIBRARY

## A. Library Collections and Services

The Sweet Briar College Library has one of the finest collections in Virginia. It includes over 203,000 volumes and more than 1000 journal and newspaper subscriptions. Most of these materials are housed in the Mary Helen Cochran Library which consists of five floors of bookstacks, and reading or study areas. The music materials are located in the Junius P. Fishburn Library in the Babcock Fine Arts Center; the mathematics and science materials are in the Fanny B. Fletcher Library in the Guion Science Center; and the art history and studio art materials are located in the Martin C. Shallenberger Library in the Anne Gary Pannell Center.

In addition, Sweet Briar has access to other library resources locally and throughout the country. Lynchburg Information Online Network (LION) provides access to over 500,000 items held by Sweet Briar, Randolph-Macon Woman's College and the Lynchburg College libraries. Additional computer technology provides access to over 200 million additional items through national databases such as OCLC and DIALOG.

The Library faculty offer courses and seminars each year on library use and research skills. Library Orientation and demonstrated proficiency in Basic Library Skills are required of all entering students. Additional workshops deal with advanced research techniques in various disciplines and with computer database researching. The latter are especially helpful for students working on major research projects. Studies have shown that superior library skills enables students to perform better academically.

Some of the special facilities and collections worth noting are:

### 1. Reference Room

Here you will find the LION catalog terminals and over 2,000 reference books including dictionaries, encyclopedias, bibliographies, atlases and CD-ROM reference databases. Reference books are intended for looking up quick facts or for locating sources of information, so they must remain in this room for others to use. Assistance with reference materials or the catalog is available from any librarian.

### 2. Circulation Desk

Books are checked out from and returned to the desk. Materials "on reserve" for courses, audio-visual materials and computer software are kept here. Interlibrary loan materials and items "faxed" to you may be picked up at the Circulation Desk. A copy machine is adjacent to the desk.

### 3. Book Stacks

Most of the collection is shelved in the three lower levels of the Cochran Library. Books in "the stacks" are arranged by Library of Congress call numbers. (Call numbers are the letters and numbers printed on a label on the spine of the book.)

### 4. Journals and Newspapers

All journals and newspapers in the Cochran Library, both current and earlier volumes, are on Lower Level 1. Recent issues are on display shelves and are arranged alphabetically by title. **Journals and newspapers may not be checked out and should be used only on Lower Level 1.** The Library staff will be happy to assist you in finding journal articles and in using the microforms equipment. Journals and microforms in the subject areas of art, music, mathematics and the sciences are kept in the appropriate branch libraries.

### 5. Photocopying

Photocopy machines are located adjacent to the Circulation Desk in all libraries. Desk attendants will provide assistance and collect payment. Copies are ten cents per page. The copyright law (PL 94-553) governs the making of photocopies. Under certain conditions specified in the law, a copy may be



made for "private study, scholarship or research," but for no other purpose. **Students may not charge the cost of photocopies.**

## **B. Library Policies**

1. The borrower is responsible for the prompt and safe return of all books checked out in her name. Any student who does not properly check out a book or return it promptly is in violation of the Honor Code.

2. The loan period for books is four weeks. To check out books, a student must present her college I.D. card. **Journals, newspapers, reference books, and books from Special Collections do not circulate.** Reserve books may circulate for three hours; many may be checked out overnight. Computer software, videodiscs, and videotapes circulate for 24 hour periods. Audiocassettes, records, and compact discs do not circulate but must be used within the Library. All library books must be returned to the Library by the last day of exams in the Spring term.

3. **Overdue fines** accumulate at the rate of ten cents a day per book up to the replacement cost of the book. The fines begin to accumulate from the first day that the book is overdue. The first overdue notice is sent approximately two weeks after the book was due. Students have a ten day "grace period" during which fines will not be collected. A second notice is sent ten days after the first notice. All accumulated fines will be collected after the ten day "grace period" has expired. When a book is thirty days or more overdue, it is presumed lost, and the student's name and the replacement cost of the book will be sent to the Business Office. Students can then expect to receive a bill (on the "Bistro bill") for the replacement cost of the book, plus a twenty-five dollar processing fee for each book. Fines are not charged over vacations or during January Term. Any books which have been lost should be reported immediately.

Fines for overdue Reserves are twenty-five cents per hour for each item and accumulate up to the replacement cost of the item. Overnight reserves are due by 10:00 a.m. the following morning.

Overdue fines on computer software, on videocassettes and videodiscs are \$1.00 per day.

4. Books and periodicals should be considered as college property for general, not private, use. Many are now irreplaceable and need to be handled with care. Please report any damage to a book to the Circulation Desk.

5 Smoking is prohibited in all College Libraries.

## **ART GALLERIES**

The College Art Galleries are located in three buildings across campus: the Pannell Center, the Babcock Fine Arts Center, and Benedict Hall. At the Anne Gary Pannell Center, the college's permanent collection of art is housed; objects are stored or are exhibited in rotating exhibitions. The Pannell Center Gallery also houses high security exhibitions such those planned for 1991-92, which include Painting Competition Winners: Mid Atlantic Arts Association (September-October), Contemporary Prints/ Teaberry Press (October-December), Images of Women from the Sweet Briar College Collection (January-March), The Rowdy England of William Hogarth (March-April) and the 1992 Art Majors' Senior Exhibition (May). Gallery hours are Tues-Sun, 12-5 p. m.

In the Babcock Fine Arts Center, the exhibitions of work by contemporary artists is featured, to support and enhance the work of the studio art department. At Benedict Hall, in the Lobby Gallery, exhibitions are presented which relate to the humanities disciplines which are taught in that building. Admission is free at all galleries.

Students are encouraged to visit the galleries, to participate in the student docent program (a volunteer program which trains students to interpret the exhibitions and collections on view at Pannell Center Gallery), and to join the Friends of Art organization (a volunteer/contributing group which supports the college art acquisitions program).

# **STUDENT GOVERNMENT ASSOCIATION**

## **The Student Petition (October 17, 1906)**

On October 17, 1906, the students of Sweet Briar College, believing in the dignity and honor in student government, desired individual and community responsibility for the conduct of students in matters not strictly academic. The students petitioned before the President and the Faculty for legislative and executive control in non-academic matters.

The faculty, on October 20, 1906, endorsed the requests of the student body concerning matters of control in non-academic situations. This endorsement was made with the understanding that the faculty would approve any constitutional changes.

The Student Government Association, on March 29, 1985, proposed that faculty approval of Student Government Association's constitutional changes be eliminated. On March 29, 1985, the faculty voted in favor of the Student Government Association's motion (see Section VI, B for approval process).

## **Constitution of the Student Government Association of Sweet Briar College**

### **Introduction**

The charter of Sweet Briar College grants to the Board of Directors "full and complete management and control" of the College and its affairs. Subject to delegation of this authority by the Board, responsibility for the governance of the College is shared by the Administration, the Faculty, and the students.

1. The Administration has the primary responsibility for the physical security, health and welfare of the College; for the maintenance, improvement and preservation of all facilities; for the financial stability of the College and for its external relations with governmental agencies, other institutions, members of the wider Sweet Briar community, and the public at large.

2. The Faculty, through its officers and committees, including students whenever appropriate, and its established procedures has responsibility for all academic programs, including degree requirements, the awarding of academic honors, the grading system, and the course offerings.

3. The Student Government Association, through its own officers, committees, and constitutional procedures, bears responsibility for establishing, maintaining, interpreting and enforcing regulations in the following areas, subject to legal restrictions or stated policies of the College:

4. a. Extracurricular activities (except in those instances where state, regional, and national sports organizations have authority over intercollegiate athletics).

b. Residential hall activities (except those matters deemed by the President to affect the health and safety of the community or the property of the College).

4. As the chief executive of the College, the President has the responsibility of implementing all matters properly referred to her by the other decision-making groups of the College. In matters of conflict, the President's judgement shall prevail, subject only to the superior authority of the Board of Directors, to whom appeal is made.

## **Preamble**

Whereas, we, the students of Sweet Briar College, understand that all authority originate with and is delegated by the Board of Directors and

Whereas, we, as the members of a community devoted to intellectual pursuits, do individually and collectively desire to inculcate to each other a sense of responsibility for the welfare of students in that academic community, and

Whereas, we believe that such responsibility promotes the best interests of the College and prepares the students to take their places in a democratic society,

We do hereby adopt the following Constitution and By-Laws.

## **Article I - Name**

The name of the organization shall be the Student Government Association of Sweet Briar College.

## **Article II - Purpose**

The purpose of this organization shall be to:

1. Strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is to impart to its students such education in sound learning and such physical, moral and religious training as shall in the judgment of the directors best fit them to be useful members of society."
2. Promote the highest standards of honor and integrity in all phases of college life.
3. Coordinate and promote student activity within the community.
4. Provide a forum for the expression and discussion of student opinions and sentiment.
5. Complement the educational aspects of student life.
6. Advance the spirit of loyalty to the College and its undertakings.

## **Article III - Membership**

A. All students at Sweet Briar College shall be members of the Association.

B. The rights of the members of the Student Government Association include:

1. The presentation of petitions, appeals against the decisions of the Executive Board, or proposals for amendments to the Constitution and By-laws. Such petitions, appeals, and proposals must be considered by the Executive Board.
2. Representation in deliberations of College Council through the Association's elected student members.

## **Article IV - Legislative Powers**

### **SECTION A**

The legislative powers of the Association shall be exercised by the Association as a whole.

### **SECTION B**

These powers shall be to:

1. Ratify the rules, regulations, and policies concerning extracurricular activities except as otherwise provided.
2. Approve amendments to the Constitution and By-Laws of the Association.
3. Propose and discuss rules and regulations which must be referred to the Executive Board prior to a vote.

### **SECTION C**

The Association reserves the right to change rules and regulations within its authority at any time during the academic year.



## Article V - Executive Powers

### SECTION A

The executive powers of the Association shall be exercised by the Executive Board.

### SECTION B

1. The membership of the Executive Board shall consist of the following officers of the Association:

- a. The President, Vice-President, Secretary, and Treasurer of the Student Government Association, who shall also be the officers of the Executive Board.
- b. The Chairwoman of the Judicial Committee.
- c. The Chairwoman of the Social Violations Hearing Board.
- d. The four class Vice-Presidents.
- e. The Chairwoman of the Social Activities Board.
- f. The Chairwoman of the Academic Affairs Committee.
- g. The Day Student Representative.
- h. The four class Presidents, nonvoting.
- i. The Publications Board Representative, nonvoting.
- j. The Chairwoman of the House Presidents' Council, nonvoting.
- k. The Varsity Sports Council President, nonvoting.
- l. The Chairwoman of Campus Organizations, nonvoting.
- m. The Chairwoman of Orientation, nonvoting.
- n. The Editor of the Sweet Briar News, nonvoting.

2. The powers of the Executive Board shall be to:

- a. Administer the Association's Constitution and By-Laws.
- b. Explain to the students the meaning of the Association's Constitution and By-Laws.
- c. Consider all petitions, appeals, and proposals for amendments to the Association's Constitution and By-Laws, and to refer each to the proper authority with a recommendation.
- d. Consider any petition or written complaint for the removal of an officer of the Association or any other activity receiving funds from the Association and, if, by a two-thirds vote, it finds such complaint to be justifiable, to put the matter to a vote by the original electorate. When an officer is thus removed, the Executive Board shall make provision for replacement.
- e. Consider all petitions, appeals, and proposals for changes to the S. G. A. rules and regulations as stated in the Students' Handbook, and refer each to the proper authority with a recommendation.
- f. Review the Association budget and recommend the same to the student body.
- g. Conduct all Association elections.
- h. Keep under constant review the Association rules and regulations and advise the President of the Association of desirable changes in connection with her annual written report.
- i. Supervise the publication of the Students' Handbook through the Publications Board.

## Article VI - College Council

### SECTION A

The College Council shall serve as the principal agent of communication between students, faculty, and administration.

### SECTION B

College Council shall discuss and make recommendations to the proper body on any major policy question or matter affecting the college community which is brought to its attention by any of its members. All proposals and suggestions if approved by the Executive Board shall also be studied by the Council before they are referred with approval and/or recommendations to the Student Government Association. In this capacity, it shall review all constitutional amendments prior to their submission to students, and it must approve all amendments to the By-Laws of the Student Government Association.

## SECTION C

1. The membership of the College Council shall consist of the following or their appointed deputies:

- a. The President of the Student Government Association.
- b. The Chairwoman of the Judicial Committee.
- c. The Chairwoman of House President Council.
- d. The Chairwoman of the Social Activities Board, nonvoting.
- e. The Chairwoman of the Academic Affairs Committee, nonvoting.
- f. The Chairwoman of the Social Violations Hearing Board, nonvoting.
- g. The four class Presidents.
- h. The President of the College.
- i. The Dean of the College.
- j. The Dean of Student Affairs.
- k. Four members of the Faculty, elected annually by the Faculty who shall make periodic reports to the faculty on the deliberations of the Council.

## Article VII- Judicial Powers

### Section A

The judicial powers of the Association shall be exercised by the Judicial Committee and by the Social Violations Hearing Board in those matters within their respective jurisdiction.

### Section B

The Judicial Committee shall consist of:

1. A student chairwoman, to be the Chairwoman of the Judicial Committee of the Student Government Association.
2. One representative from the freshman class, to be elected six weeks after the beginning of the fall term.
3. Two representatives each from the sophomore and junior classes.
4. One representative from the senior class.
5. The Dean of the College or deputy.
6. The Dean of Student Affairs or deputy.
7. Two faculty members (elected by the faculty biannually on a staggered basis) or in the case of an unavoidable absence a substitute appointed by the President.

### Section C

The officers of the Judicial Committee shall consist of:

1. The Chairwoman
2. The Vice-Chairwoman, a student, elected by the student members of the Committee.
3. The Secretary, a student, elected by the student members of the Committee.

### Section D

The judicial powers of the Judicial Committee shall be to:

1. Have original jurisdiction in any case involving lying, cheating, or stealing.
2. Have original jurisdiction in any case in which suspension, dismissal, or expulsion might be a penalty (other than SVHB).
3. Recommend the penalties of suspension, dismissal, or expulsion from the College to the

President of the College, or use their discretion to impose various penalties. These include but are not limited to: an official warning, honor probation, and suspension of pledge.

a. Official warning is a reprimand without further sanction.

b. Honor probation means that if any other honor violation occurs within the probation period, the individual will automatically be subject to suspension from the college.

c. Suspension of pledge entails losing the validity of one's signature temporarily in the Sweet Briar community so that the only signature considered valid is on one's personal check (i.e., proctored tests and exams, and loss of charge privileges at the Book Shop and Bistro.) Books may be checked out of the library.

d. Suspension is removal from the community for not less than the remainder of the semester in which the offense occurred. The student's option to return is guaranteed.

e. Dismissal is removal from the community with the possibility of returning provided that the student can give concrete evidence of improved attitude and/or demonstrate a positive use of her time while she was away.

f. Expulsion is permanent removal from the community with no option to return.

4. Hear cases referred to it by the Social Violations Hearing Board (ie. lying).

5. Be advised of and review past cases concerning the accused in determining the weight of her penalty. The committee may not, however, consider or have access to this material before a verdict of guilt and innocence is reached.

6. The committee may recess a hearing in order to obtain information from additional sources. The Chairwoman or designee will conduct this investigation, and the information will be shared with all parties in the full hearing.

#### SECTION E

A student tried before the Judicial Committee or the Social Violations Hearing Board shall be presumed innocent unless proved otherwise, and shall be guaranteed the right to:

1. Be informed in writing at least 48 hours in advance by the Chairwoman of the nature and source of the charge against her.

2. Have a fair and speedy hearing within ten academic days. (Unless either the accused or the accuser are not enrolled, ie. January Term)

3. Be confronted with her accuser and question witnesses whenever feasible. It is standard procedure to have both parties appear and testify in front of each other. However, the accused has the right to testify without the accuser in attendance.

4. Speak in her own defense.

5. Present evidence and witnesses who can testify as to the facts of the case.

6. Have an advisor from within the Sweet Briar community, exclusive of the members of the Committee, who may be present at all sessions when evidence is being presented and shall have the right to speak in defense of the accused.

7. Receive a taped transcript of the hearing.

8. Be guaranteed the right to appeal a guilty verdict on the grounds of new evidence or faulty procedure as determined by the President and the Dean of the College after a review of the proceedings.

#### SECTION F- Appeals Procedure

The accused must address her appeal in writing to the President of the College (from the Judicial Committee) or to the Dean of Student Affairs (from the Social Violations Hearing Board) within 48 hours of receiving notification of her penalty.

#### SECTION G

The membership of the Judicial Committee of Appeals shall consist of:

1. Three faculty members preferably from among those who have previously served on the Judicial Committee appointed for each case by the President, exclusive of those currently serving on the Judicial Committee.

2. Three students preferably from among those who have previously served on the Judicial Committee, exclusive of those currently serving on the Judicial committee.

3. The Chairwoman of the Judicial Committee, nonvoting.

4. The Dean of the College, nonvoting.
5. The Chairperson shall be appointed by the President of the College from among the nonvoting members.

#### **SECTION H**

The Judicial Committee of Appeals, after hearing a case, may uphold or overturn the findings of the Judicial Committee. It may sustain, increase, or decrease the penalty. Its recommendation will be communicated directly to the President of the College who confirms the decision only in the case of suspension, dismissal, or expulsion from college

### **Article VIII - House Presidents' Council**

#### **SECTION A**

Each residence unit shall be governed by a House President, who shall serve on the House Presidents Council.

#### **SECTION B**

The membership of the House Presidents Council should consist of the House Presidents, who are to be selected in the spring by a committee. During the year, any replacement of a House President shall be determined by the list of alternates created at the end of the spring selection process or through a new selection process, if necessary.

#### **SECTION C**

The powers of each House President are to:

1. Organize house functions and meetings with the assistance of the Resident Advisors.
2. Interpret and enforce hall activities.
3. Impose fines.
4. Refer cases to the Social Violations Hearing Board.
5. Recommend legislation to the Executive Board.
6. Issue official written warnings for residence hall policy and social regulations infractions.
7. Serve as a liaison between students and the college administrators.

### **Article IX - Social Violations Hearing Board**

#### **SECTION A**

The Social Violations Hearing Board shall hear all cases involving social and residence hall policy violations.

#### **SECTION B**

The Social Violations Hearing Board shall consist of:

1. A student chairwoman, a senior, to be the Chairwoman of the Social Violations Hearing Board of the Student Government Association.
2. One representative from the Freshman class, to be elected six weeks after the beginning of the Fall term.
3. Two representatives each from the Sophomore and Junior classes.
4. One representative from the Senior class.
5. The Chairwoman of the House Presidents Council, nonvoting.
6. Dean of Student Affairs or designated replacement.
7. Dean of the College or designated replacement.
8. Chairwoman of the Judicial Committee, non-voting.

#### **SECTION C**

The duties of the Social Violations Hearing Board shall be to:

1. Hear and adjudicate any social offenses occurring in the residence hall or elsewhere in the Sweet Briar community.



2. Recommend legislation to the Executive Board.
3. Refer cases involving lying to the Judicial Committee.

#### **SECTION D - Appeals from the SVHB to the Appeal Board**

The accused must address her appeal in writing to the Dean of Student Affairs within 48 academic hours of receiving notification of her penalty.

#### **SECTION E**

1. Any member of the Social Violations Hearing Board who was involved in the case must remove herself from the proceedings of the Appeal Board and may represent herself or the residence hall in the appeal.
2. The student must show the new evidence she has, or explain the nature of the faulty hearing.
3. Procedures during the hearing shall be the same as those of an original case.
4. The new verdict or penalty shall be recorded in the Dean of Student Affairs Office.

#### **SECTION F**

The membership of the Social Violations Appeal Board shall consist of:

1. Three students preferably from among those who have previously served on the Social Violations Hearing Board, appointed for each case by the Chairwoman of the SVHB.
2. Three students preferably from among those who are currently serving as House Presidents, exclusive of the Chairwoman of House Presidents Council, and appointed for each case by the Chairwoman of the SVHB.
3. President of the Student Government Association.
4. Chairwoman of the Judicial Committee, non-voting.
5. Chairwoman of the Social Violations Hearing Board, non-voting.
6. Dean of Student Affairs, non-voting.
7. Dean of the College, non-voting.
8. The Chairwoman of the Appeals Board shall be appointed by the President of the College from among the non-voting members, with the exception of the Chairwoman of the Judicial Committee.

#### **SECTION G**

The Social Violations Appeal Board, after hearing a case, may uphold, sustain, increase or decrease the penalty. Its recommendation will be communicated directly to the President of the College who confirms the decision only in the case of suspension, dismissal, or expulsion from the college.

### **Article X - Amendments**

#### **SECTION A**

Amendments may be proposed by any Board, Council, or Committee of the Association, by a member at any meeting of the Executive Board or of the Association, or by a special committee appointed by the President of the Student Government Association.

#### **SECTION B**

1. All proposals if approved by the Executive Board shall be studied and approved by the College Council and then shall be referred, with recommendations and/or proposed amendments, to the Student Government Association.
2. Amendments must be published in the Sweet Briar News or otherwise publicly circulated at least two weeks prior to a final vote by the Association. Editorial changes may be made by either body subject to approval by the Executive Board or Executive Committee. Substantive changes must be referred back to the Executive Board for resubmission to the College Council and Student Government Association.
3. Final adoption of an amendment requires two-thirds vote of the members of the Association (where a required quorum is one-third of its membership).

## By-Laws of the Student Government Association of Sweet Briar College

### SECTION I - *Meetings of the Association*

- A. The Association shall hold meetings in both the fall and spring semesters (usually immediately before Step Singing) and at other times deemed necessary.
- B. Students are expected to attend Student Government Association meetings at which a quorum shall consist of one-third of the members of the Association.

### SECTION II - *Executive Branch*

#### A. Executive Officers

- 1. The duties of the President shall be to:
  - a. Call and preside over the meetings of the Association, the Executive Board, and the College Council.
  - b. Represent the students either personally or through her representative when the need arises.
  - c. Appoint special committees when necessary.
  - d. Make an annual report to the Association at the April meeting.
  - e. Make a written report to the President of the College at the end of her term of office.
  - f. Consult regularly with the Dean of Student Affairs, Academic Dean, President, and Vice-President and Treasurer of the college.

- 2. The duties of the Vice-President shall be to:
  - a. Perform the duties of the President in her absence.
  - b. Supervise Student Government Association elections and other elections.
  - c. Supervise all extracurricular activities of the Student Government Association.
  - d. Consult regularly with the Dean of Student Affairs.
- 3. The duties of the Secretary shall be to:
  - a. Record and post the proceedings of the Association and of the Executive Board, keeping a permanent record of the same and filing a copy with the Dean of Student Affairs.
  - b. Attend to all the correspondence of the Association.
  - c. Serve as the chairwoman of the Publicity Committee.
- 4. The duties of the Treasurer shall be to:
  - a. Serve as the finance advisor to the Inter-Club Committee.
  - b. Collect the Student Activities fee which must be paid by October 15. A fine of \$5.00 will be imposed for each month that it is overdue.
  - c. Administer the Student Activities fund in accordance with the budget adopted by the Association.
  - d. Prepare the initial budget of the Association in the Spring, and prepare the revised budget for approval at its October meeting, with the approval of the Executive Board, Treasurer and Assistant Treasurer of the College.
  - e. Keep a record of all monies of the Association and expend the same according to the direction of the Executive Board of the Association.
  - f. Make interim reports of the finances at the request of the President of the Association or of the Executive Board.
  - g. Render to the Association at the close of the fiscal year a complete report of the year's work.
  - h. Prepare the accounts of the Association for audits supervised by the Assistant Treasurer of the College.
  - i. Serve as the chairwoman of the Financial Committee.

#### B. Meetings of the Executive Board:

The Executive Board shall meet once every week and when called by the President. These meetings shall be open.

#### C. Standing Committees



### 1. Inter-Club Committees

a. The Inter-Club Committee shall consist of: the heads of all clubs and organizations as defined in (d) below, the Chairwoman of Campus Organizations who shall serve as Chairwoman of the Committee, and the Treasurer of the Student Government Association who shall serve as the Inter-Club financial advisor.

b. The powers and duties of the chairwoman shall be to:

i. Act as a coordinating person for club activities.

ii. Report to the Executive Board and the Dean of Student Affairs the approval or disapproval of any proposed club, organization, or publication or any change in name or function of these.

iii. Keep on file the constitution and membership of each club, organization and publication.

iv. Recommend to the Executive Board the surveillance of an established club if the validity of the club is questioned.

v. Foster the establishment of clubs, committee organizations, publications, and interest groups needed to enrich student life on the campus.

vi. Maintain rosters of all student representatives to standing campus committees and report regularly to the Executive Committee on the activities of all committees, clubs and organizations.

vii. Approve or disapprove the allotment of funds, including Chautauquas, to any club or organization.

c. The Chairwoman shall call meetings of the Committee. Members of the community may request that a meeting be called for discussion of general questions pertaining to extracurricular activities.

d. Clubs and organizations shall be defined as follows:

i. Both clubs and organizations consist of groups of individuals concerned with working together to better the community and to further their stated purposes.

ii. All clubs and organizations are eligible for student activities fund to sponsor their events. Tapped clubs, however, do not receive an allotment except for campuswide events and the spring theatre production.

iii. Membership to clubs and organizations is open all students with the exception of tapped clubs. Tapped clubs consist of limited membership groups of individuals, chosen by current members for the purpose of furthering the stated aims of the groups.

e. Club and Organization Formation and Dissolution

i. Any persons wishing to form a new club or organization must:

a. Notify the Chairwoman of Campus Organizations of the Student Government Association to check for any similar group—past or present.

b. Draft a constitution or statement of purpose, membership, officers, and by-laws.

c. Bring the constitution before Executive Board.

ii. Any group wishing to dissolve a present club must:

a. Notify the Chairwoman of Campus Organizations of the Student Government Association who will take the proposal to the Executive Board.

b. If passed by the Executive Board the proposal will be taken to the Association.

### 2. Social Activities Board:

a. The Social Activities Board shall consist of: a Chairwoman and three students from each class. The Chairwoman will be elected during group elections. Details on member selection are listed in the S. A. B. Constitution.

b. Its power and duty shall be to sponsor student entertainment for the Sweet Briar community.

### 3. Academic Affairs Committee:

a. The Academic Affairs Committee shall consist of the Chairwoman of the Committee elected by the Association and two student representatives elected by the sophomore class, two representatives elected by the freshman class and one representative from each major, elected in the

spring major meeting each year by the Junior and Senior majors.

b. The purpose of the Academic Affairs Committee shall be to elicit suggestions and make recommendations for improvement of the academic program.

c. The duties of the committee will include electing two members (in addition to the Chairwoman) to serve for the academic year on the Committee on Instruction.

#### D. Subcommittees

##### 1. Orientation Committee

a. The Orientation committee shall consist of the Chairwoman elected by the association, and sophomores, juniors and seniors selected by the Chairwoman.

b. Its powers and duties shall be those necessary to introduce new students to life at Sweet Briar.

##### 2. Publicity Committee

a. The Publicity committee is headed by the Secretary of the Student Government Association, and consists of the secretaries of each class.

b. Its powers and duties shall be those necessary to publicize what the Student Government Association is doing. It shall also serve as the sponsor of publicity for campus activities designed to promote community spirit.

##### 3. Student Handbook Committee

a. The Students' Handbook Committee shall consist of the Editor appointed by the Publications Board after consultation with the student currently holding the position.

b. Its power and duties shall be those necessary to carry out the publication of the Students Handbook.

##### 4. Financial Committee

a. The Committee is headed by the Treasurer of the Student Government Association and consists of the treasurer of each class.

b. Its power and duties shall be to advise and assist the Treasurer of the Association and the Executive Board on financial policies, budgets and other related matters.

### SECTION III - *College Council*

A. Meetings of the College Council must be called by the Chairwoman:

1. Once each month.

2. At the request of a majority of the Council members.

B. A quorum of the Council shall be nine regular voting members

C. Procedure:

##### 1. Officers

a. The President of the Student Government Association shall preside as Chairwoman of the Council, without vote except in case of a tie.

b. At the first meeting of the new Council, the Council shall choose its secretary (usually the Senior Class president) from its members. She must serve for the entire academic year.

2. Each council shall adopt its own procedural methods with the following exceptions:

a. Voting on any topic presented during the meeting must be deferred until the next meeting upon request of any three council members.

b. The Secretary shall prepare the agenda and distribute a copy to each Council member 2 weeks prior to the meeting.

c. All meetings shall be open unless otherwise specified by a two-third vote of the Council.

d. All procedural matters shall be decided by majority vote; all substantive matters by two-thirds vote of record.

### SECTION IV - *Judicial Committee*

A. Meetings of the Judicial Committee shall be called by the Chairwoman if, after consultation with the Dean of Student Affairs and the Dean of the College, she deems it advisable. Should these three individuals as well as the accused and the accuser(s) agree that the matter could be resolved informally, a formal hearing shall be unnecessary.

B. A quorum of the Judicial Committee shall be at least 7 members, including at least 4 students and 3 nonstudents. If necessary, a substitute student member who has previously served on the Judicial Committee may be designated by the Chairwoman.

C. The Judicial Committee Officers:

1. The duties of the Chairwoman of the Judicial Committee shall be to:

- a. Conduct meetings of the Judicial Committee.
- b. Serve on the Social Violations Hearing Board in an advisory capacity.
- c. Serve as a voting member of the Executive Board.
- d. Conduct investigations of all charges within the jurisdiction of the Committee brought against any student or students.

e. In case of a disciplinary meeting, present the facts, including evidence and witnesses, as revealed by the investigation.

f. Advise any student involved in a disciplinary hearing of her rights as defined in Article VII, Section E of the Constitution.

g. Within the limits of confidentiality, explain to interested persons any decisions of the Judicial Committee.

2. The duty of the Vice-Chairwoman of the Judicial Committee shall be to perform the duties of the Chairwoman in her absence.

3. The duties of the Secretary shall be to:

a. Record on tape and keep a permanent written summary of all proceedings of the Judicial Committee and file copies of the same with the Dean and the Dean of Student Affairs. Taped records will be destroyed after the appeal period has ended.

b. Prepare a report of all cases brought before the Committee, and, at the Committee's discretion, post the cases on the Judicial Committee board.

D. The duties of the student members of the Judicial Committee shall be to interpret the Honor System and facilitate its workings in every way possible.

E. Each year the Judicial Committee shall adopt its own procedural methods and choose its own officers from among its members with the following exceptions:

1. The Chairwoman shall be the Judicial Chairwoman of the Student Government Association and, in her capacity as Chairwoman of the Judicial Committee, she shall serve without vote except in case of a tie.

2. The Vice-Chairwoman and the Secretary shall be students.

3. All judicial matters shall be decided by secret ballot.

4. All procedural matters shall be decided by a majority vote; all substantive matters by two-thirds vote of record.

#### **SECTION V - Social Violations Hearing Board**

A. Meetings of the Social Violations Hearing Board shall be called by the Chairwoman, if after consultation with the accuser (s) and accused, she deems it advisable.

B. A quorum of the Social Violations Hearing Board shall be at least 5 students and one nonstudent. If necessary, a substitute student member who has previously served on the Social Violations Hearing Board may be designated by the Chairwoman.

C. The Social Violations Hearing Board members:

1. The duties of the Chairwoman of the SVHB shall be to:

- a. Conduct meetings of the SVHB.
- b. Serve as a voting member of the Executive Committee.
- c. Serve as a nonvoting member of College Council.
- d. Conduct investigations of all charges within the jurisdiction of the board brought against any student (s).

e. In the case of an actual trial, present the facts, including evidence and witnesses, as revealed by the investigation.

f. Advise any student involved in a social hearing of her rights as defined in Article VII, Section E of the Constitution.

g. Within the limits of confidentiality, explain to interested persons any decisions of the SVHB.

2. The duties of the student members of the Social Violations Hearing Board shall be to judge the nature of the violation, establish a penalty, and facilitate the Board's workings in every way possible. D. Each year the Social Violations Hearing Board shall adopt its own procedural methods in accordance with Due Process (page 24) and choose its own officers as it sees fit from among its members with the following exceptions:

1. The chairwoman shall be the Social Violations Hearing Board Chairwoman of the Student Government Association and, in her capacity as Chairwoman of the SVHB, she shall serve without vote except in case of a tie.

2. A secretary, if chosen, must be from among the student representatives. Her duties shall be to:

a. Record a tape and keep a permanent written summary of all proceedings of the SVHB and file copies of the same. The recorded tape will be destroyed after the appeal period has ended.

b. Prepare a report of all cases brought before the SVHB, and at the Board's discretion, post the cases of the SVHB.

3. All procedural matters shall be decided by a majority vote; all substantive matters by two-thirds vote of record.

## SECTION VI - *Elections*

### A. Eligibility for Spring Elections

1. Class distribution of offices. The entire student body shall elect:

a. From the rising senior class: the President and Vice-President of the Student Government Association, the Chairwoman of the Judicial Committee, the Chairwoman of the Social Violations Hearing Board, the Chairwoman of the House Presidents Council, the Chairwoman of the Social Activities Board and the Chairwoman of the Academic Affairs Committee.

b. From the rising junior class, the Secretary and Treasurer of the Association, and from the rising Sophomore, Junior or Senior Class, the Chairwoman of the Orientation Committee.

2. Each class shall elect its Judicial Committee representatives as follows:

a. From the rising senior class, one.

b. From the rising junior class, two.

c. From the rising sophomore class, two.

3. Additional elections shall be:

a. Major representatives shall be elected for the Academic Affairs Committee from the rising junior or senior classes.

b. Chairwomen of Social Activities Board Subcommittees and members from each class.

### B. Guidelines for Nominations

1. To be a candidate for an elected office, a student must sign her name on a ballot at a time and place designated by the Vice-President of the Student Government Association. Those students who are away in their junior year may either nominate themselves or be nominated by resident students. Resident students may also nominate other on-campus students with their permission of the student and/or students involved.

2. All nominations will be sent to the Dean of Student Affairs. If the Dean should question the student's eligibility for extracurricular activities, he/she will consult with the Vice-President of the Student Government Association concerning the matter.

3. Candidates of the different group elections will be asked to participate in an open panel discussion once the candidates' statements have been approved and posted.

4. Student Government elections shall be conducted by the Executive Committee at the time it deems best. The Vice-President of the Student Government Association sets up the election schedule with the Executive Committee. Elections should be held before the first of April.

5. All clubs and organizations shall have their officers elected by the time the Student Government Association finishes its general elections. A list of these officers is to be turned in to the Vice-President of the Association.

6. Newly-elected officers shall assume their duties in the beginning of April with the understanding that old officers complete already-begun projects and represent the students at the Spring Board of Directors Meeting, though both groups of officers will be present.



7. If a vacancy occurs in any office, an open election will be held to fill the office. If an officer wins the election, another election will be held to fill her office. If a student government officer runs for a vacated office and loses, she will then return to her original position.

8. The Chairwoman of the Judicial Committee must have previously served as member of the Judicial Committee. The Chairwoman of the Social Violations Hearing Board must have previously served as a member of the Social Violations Hearing Board.

#### C. Guidelines for Elections

1. For each election, there shall be at least one "no vote" on the ballot. Any student running unopposed will have her name placed on the ballot along with a no vote". If there is a majority of "no votes" another election will be called by the Vice-President of the Student Government Association after consultation with the Executive Board. For elections involving more than one position to be filled, the number of "no votes" will equal the number of positions to be filled.

2. The winner of an election in which there are three or more candidates running must have at least a ten-percent plurality of votes. In the event of a run-off election, a candidate may win by a plurality of five-percent. A simple majority suffices in a two-way race.

3. Ballots which are cast as "no preference" votes are counted toward the majority vote, whereas a ballot which contains blank or uncompleted sections forfeits its right to be counted in any office.

4. The counting of ballots shall be done by an appointed subcommittee of the Executive Board, chaired by the Vice-President of the Student Government Association and consisting of the class presidents.

a. Executive Committee members and representatives of organizations on the Committee are expected to do poll duty during elections except when such an officer is a candidate for office.

5. Any student who finds that she will not be on campus during voting hours on election day may obtain an absentee ballot from the Vice-President of the Student Government Association prior to the election.

6. In the event that two run-off elections have been held for an office, the Vice-President of the Association may make a motion to the Executive Committee that the third run-off be won by the highest majority vote.

7. A candidate is allowed by the Vice-President of the Association to have access to the numerical result of her own election. She may only know the number of votes cast for her candidacy, and she may not disclose this information to others.

#### SECTION VII - *Amendments to By-Laws*

By-Laws shall be amended by the same procedure as that used for amendments to the Constitution with the exception that final adoption of an amendment requires a majority vote of the College Council and of the Student Government Association.

#### SECTION VIII - *Robert's Rules of Order*

Unless otherwise specified, all procedural methods adopted by the Student Government Association will be in accordance with Robert's Rules of Order.

## By-Laws of the Social Violations Hearing Board

### A. Violations to be heard:

1. Man in residence after visitation hours.
2. Illegal parties in the dormitories.
3. Damage to college property.
4. Excessive noise.
5. Pets in residence halls.
6. Any activity which infringes on the rights of others in residence halls or elsewhere in the Sweet Briar Community. (i.e. physical assault, verbal abuse, personal threat, damage to personal property, failure to pay student activities fee while participating in student government sponsored

events, negligence, disorderly conduct, etc.)

7. Possession and/or use of controlled substance. (i.e. illegal drugs, kegs in residence halls, underage drinking, etc.)

**B. Penalties available to the hearing board:**

1. Warning or any other penalty deemed necessary.
2. Removal of visitation privileges.
3. Fines
4. Removal of offensive property or making equipment inoperable.
5. Social probation, as defined in each case.
6. Compensatory work.
7. Recommendation to the Dean of Student Affairs to remove student from residence halls.
8. Recommendation to President for suspension, dismissal or expulsion.

## **STUDENTS' RIGHTS**

### **Joint Statement On Rights and Freedoms of Students**

A Joint Statement on Rights and Freedoms of Students, which has been endorsed by the Association of American Colleges and a number of other associations concerned in higher education, has been adopted by the Board of Directors of Sweet Briar College subject to certain provisions and stipulations relevant to the educational purposes and administrative system of Sweet Briar College. Copies are available in the Office of the President, the Office of the Dean, and the Office of Student Affairs.

## **DUE PROCESS SUMMARY**

### **Written Bill of Charges**

Refer to Student Government Association Constitution (Articles VII, VIII, IX).

**I. Introduction to Letter of Notice:**

1. State who is hearing case.
2. Place, time, date of hearing.
3. Waiting Room, if provided.

**II. Charges:**

1. State clearly what is being charged.
2. Who is doing the charge (person, group, Security, Dean's Office).

**III. Witnesses:**

1. List names of anyone appearing at the hearing as a witness against student.
2. Request names of those the student may wish to have appear as witness in her favor.
3. Place time limit on response for witnesses and who they may respond to (Judicial

Chairwoman or Chairwoman of SVHB).

**IV. Procedure:**

Instruct student how to respond to charge: (in the following way)

1. Submit response to the charges (ie. guilty as charged, not guilty as charged).
2. Present a written statement of the facts you wish to be known to the Board (optional).
3. Be prepared to make an oral statement to the Board and respond to questions.
4. Tell student who she is to address her response to, and say she is not required to testify against herself. Advise her she may speak to anyone on the Office of Student Affairs to assist her in understanding her rights and the procedures of the Board.
5. State what the Range of Penalties might be for the violation.

**V. Hearing Board Activities:**

1. Complaint filed with the Judicial Chairwoman, Chairwoman of SVHB, or House President.
2. Complaint validated by witnesses or evidence through a brief investigation.
3. Written Statement of Charges issued to student(s).
4. File developed to contain written evidence, charge notification and Response to Charge.
5. Hearing Board convenes within ten academic days from notification of Chairwoman of incident.

- a. Read file material (optional).
- b. Introduce all students involved in case and the members of the Board.
- c. Read the charges aloud and ask how the student pleads: guilty or not guilty.
- d. Present evidence and ask witnesses to make statements supporting charges.
- e. Advise the student she has the opportunity to make a statement at this time.
- f. Student makes statement.
- g. Student's witnesses may make a statement.
- h. Questions may be asked by the Board to clarify statements made.
- i. Questions may be asked by anyone involved in the case.
- j. All guests asked to leave room while Board deliberates the verdict; written ballot for decision preferred, but optional.
- k. Board reconvenes so all interested may hear verdict and penalty, if any.
- l. Explain how the penalty is to be carried out and monitored.
- m. Board dismissed-next case.
- n. Written decision of Board filed with Dean of Student Affairs Office.
- o. In unusual circumstances, the Board may postpone a decision pending further information.
- p. Failure of the accused to appear will result, at the discretion of the committee, in the case being heard in the accused's absence.

## Student Government Association Rules

All regulations, in this and other Failure of the accused to appear will result, at the discretion of the committee, in the case being heard in the accused's absence. sections of the Handbook, are made for the safety of the individual and the harmony of community living. STUDENTS ARE EXPECTED TO ABIDE BY THESE REGULATIONS.

## Regulations Governing Extracurricular Activities

### 1. Financial Management:

a. To cover annual dues of the various student organizations of the College, and to support other student enterprises, a Student Activities Fund has been created. By vote of the student body through their various constituencies, this fee of \$125 is to be paid by every student in the College. Checks should be made payable to the Student Activities Fund and deposited with the Treasurer of the Student Government Association in the early fall. Failure to pay this fee by Fall Step Singing will result in having Student Government privileges taken away (i.e. publications, social events, elections, and other events supported by the Student Government Association). As of Fall Step Singing, the partaking in any privileges granted and/or funded by the S. G. A. without paying a Student Activities Fee will be considered stealing from the Association, and, therefore, an HONOR OFFENSE.

b. All organizations handling money shall maintain organization accounts in one of the local banks.

c. The accounts of the Student Activities Fund shall be audited at least three times a year by the comptroller of the College, at the scheduled time agreed upon by the Treasurer of the College. All organizations receiving money from the Student Activities Fund shall file with the Treasurer of the Student Government Association an annual report of their financial transactions at the end of the fiscal year, April 30.

### 2. Eligibility:

a. Students on Academic Probation or on the Warning List are not eligible for extracurricular office.

b. Students must have paid their Student Activities Fee to be eligible to run in a Student Government Election.

c. The following cumulative credit ratios must be attained before any student seeks one of the indicated offices below:

President of Student Government Association.....2.30

Vice-President of Student Government Association.....2.30

Secretary of Student Government Association.....	2.30
Treasurer of Student Government Association.....	2.30
Chairwoman of Judicial Committee.....	2.30
Judicial Committee Representatives.....	2.20
Chairwoman of Social Violations Hearing Board.....	2.30
Social Violations Hearing Board Representatives.....	2.20
Chairwoman of House Presidents Council.....	2.30
House Presidents.....	2.20
Chairwoman of Academic Affairs.....	2.30
Academic Affairs Representatives.....	2.30
Chairwoman of Social Committee.....	2.30
Chairwoman of Orientation Committee.....	2.20
President of Recreational Association.....	2.30
Class Presidents.....	2.20
Vice President of Classes.....	2.20
Secretary of Classes.....	2.20
Treasurer of Classes.....	2.20
Editor of Sweet Briar News.....	2.30
Editor of The Briar Patch.....	2.30
Editor of The Brambler.....	2.30
Orientation Group Leaders.....	2.00

For all other offices, the required cumulative credit ratio is 2.20.

d. If a junior or senior wishes to run for an office in one of the three groups and does not meet the minimum required G.P.A., she may run for the office if the necessary G.P.A. is obtained by dropping one semester's grades. They may do this provided that their cumulative G.P.A. meets the Dean's Office overall requirement (2.000).



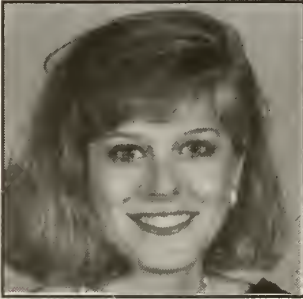
## Executive Board Members

President	Tracy Steele
Vice President	Kimberly Olmstead
Secretary	Tori Milner
Treasurer	Sarah Alexander
Chairwoman, Judicial Committee	Kate Haw
Chairwoman, Academic Affairs Committee	Hiwot Desta
Chairwoman, Social Violations Hearing Board	Felicia Carmouche
Vice-President, Senior Class	Cara Ardemagni
Vice-President, Junior Class	Lisa LaLonde
Vice-President, Sophomore Class	Kathy May
Vice-President, Freshman Class	to be elected

### Ex-officio, non-voting members:

Chairwoman, House Presidents' Council	Cricket Rabin
Chairwoman of Social Committee	Sally Croker
Chairwoman, Orientation Committee	Jennifer Toomey
Chairwoman of Clubs and Organizations	Harriet Farmer
President, Senior Class	Amy Dickson
President, Junior Class	Ellen Ober
President, Sophomore Class	Ashley Henderson
President, Freshman Class	to be elected
President, Varsity Sports Council	Kristina Glusac
Editor, <i>The Sweet Briar News</i>	Meg Moss
Day Student Representative	Vickie McConagy

## Executive Committee Officers



**TRACY STEELE**  
SGA President



**KIMBERLY OLMSTEAD**  
SGA Vice-President



**TORI MILNER**  
SGA Secretary



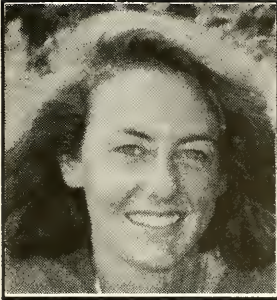
**SARAH ALEXANDER**  
SGA Treasurer

## Judicial Committee Members

Chairwoman  
Senior Representative  
Junior Representatives  
  
Sophomore Representatives  
  
Freshman Representative

Kate Haw  
Margaret McClellan  
Amy Mulock  
Danielle Tedesco  
Kim Clayton  
Stephanie Hanson  
to be elected

## Chairwomen



**KATE HAW**  
Judicial Committee  
Chairwoman



**FELICIA CARMOUCHE**  
Social Violations Hearing  
Board Chairwoman



**HIWOT DESTA**  
Academic Affairs  
Chairwoman



**JENNIFER TOOMEY**  
Orientation  
Chairwoman



**CRICKET RABIN**  
House Presidents'  
Council Chairwoman



**SALLY CROKER**  
Social Committee  
Chairwoman

## Social Violations Hearing Board Members

Chairwoman  
Senior Representative  
Junior Representative  
  
Sophomore Representative  
  
Freshman Representatives

Felicia Carmouche  
Janeime Asbury  
Susan Messikomer  
Gretchen Smith  
Dawn Baskin  
Kim Mounger  
to be elected

## HONORARY ORGANIZATIONS

### A. Phi Beta Kappa

In 1949, the United Chapters of Phi Beta Kappa granted a chapter, Theta of Virginia, to Sweet Briar College. Election to membership depends not only on excellent academic record but on evidence of broad cultural interest, scholarly achievement, and promise of intellectual growth. The number of seniors elected to Phi Beta Kappa rarely exceeds 10 percent of the class and may never exceed 15 percent. A limited number of juniors may be considered for election.

### B. Tau Phi/Chung Mungs

Tau Phi is an honorary society consisting of juniors and seniors who have contributed to Sweet Briar through scholarship and service. The twenty members are chosen for their interest in academics, character and leadership. The club promotes intellectual growth of the College by assisting the Lectures Committee and organizing projects to further promote the principles of liberal arts education. Tau Phis are not always involved in such intellectual activities. They often enter into friendly rivalry with the Chung Mungs, and manage to get together with this ghostly club for a few events.

The Chung Mungs, an upperclass honorary society, is composed of thirteen outstanding juniors and seniors, known for their friendliness, cheerfulness, enthusiasm and general interest in Sweet Briar. Their activities include sales of goodies in the residence halls and sponsoring of aluminum can recycling campaigns. It is characteristic of this group to constantly seek new areas of activity which will benefit the College. In the moments not occupied by such worthwhile pursuits the Chung Mungs must deal with the serious and soberminded Tau Phi's, harassing and ruffling their intellectual demeanor. Whatever these ghostly thirteen do, they continue to remind us of the needs of others and prove that giving need not be a sober affair. A familiar and integral element of Sweet Briar life is this fun-loving group who so happily chant, "Glory, glory, I'm a Chung Mung..."

### C. Sweet Tones/Earphones

Sixteen girls from the sophomore, junior, and senior classes comprise the Sweet Tones, Sweet Briar's small independent singing group which specializes in interesting arrangements of popular music. Tryouts are held each spring and the following year the group entertains for various social events on campus such as the Christmas dinner, Alumnae meetings, Board meetings, and for various organizations in the Lynchburg-Amherst area.

The second newest honorary organization on campus is also the loudest! They are known as the Earphones. The tone-deaf, loud-mouthed song lovers keep the campus singing when they rise to the occasion with a song. They do not try to imitate the Sweet Tones (no one could). They just want the Sweet Tones to remember that not everyone is blessed with a tear-jerking voice.

### D. Paint and Patches/ Aints and Asses

Paint and Patches, Sweet Briar's dramatic club and oldest honorary, was organized for the purpose of creating and developing an active interest in all aspects of drama and to promote a deeper knowledge of the technique of dramatic art. P&P also attempts to provide entertainment for the entire community and to be of assistance in any theatrical undertaking on campus. Eligibility for membership in Paint and Patches is determined by interest, achievement, and lots of hard work. The various areas of club activity include, in addition to acting and directing, scenery design, properties, lights, makeup, and costumes, providing many opportunities for membership for those interested in various branches of the theatre.

Aints and Asses, as the name should indicate, is a unique organization on campus. Its members, chosen for their wit and lack of restraint, dress in manner unorthodox and behave in manner even more so. The Aints and Asses were originally formed to parody Paint and Patches productions, but now, being masters of comedy, the Asses perform original skits during the year to entertain students. When spring arrives, one can see them out in full force, blowing their whistles to keep students from trampling the grass.

### E. BumChums/Q.V.'s

"Hallelujah, I'm a Bum!" sung gaily, echoes through the halls of Sweet Briar the night of Spring



Step Singing as the Bum Chums tap their ten new members. In addition to an interest in furthering good Lynchburg-Amherst area relations with the College, the Bum Chums are chosen for their good spirit, interest, and general participation in the activities of the College. Throughout their junior year the notorious ten" serve as useful members of the community. As a service organization, the Bums have sponsored the Bloodmobile, the Christmas Bazaar, a foster child, and numerous service projects. Not least among their projects is the famed show, the Bum Chum Inn. Also, the Bum Chums make a fun-loving effort to harass their rival group, the secret Q.V.'s.

When chosen to be a Q.V. one is not taking on a new job but continuing her interests and work for her class. The members of this sophomore honorary society are elected by their classmates in the spring of their freshmen year for the spirit and enthusiasm they have displayed. The Q.V.'s goal, that of spirit and unity, is an intangible and challenging one for each new group to work toward. Their purpose is to promote class spirit and their names are kept secret until Spring Step Singing their sophomore year.

## **F. Taps -n- Toes**

A newly elected tap club in the 1986 - 87 school year, its members have to work hard, as it is the only dance club on campus. One does not need to know how to dance in order to be a member. Membership is based on one's interest in dance and dance related activities. Once tapped, the new member is expected to help with any concerts or shows which are performed each year; i.e. costumes, backstage, lights, or ushering. Working on community projects is also a part of Taps -n- Toes. Such projects include, car washes, cookie sales, variety shows, and teaching children at neighboring schools the art of dance.

# **Clubs and Organizations**

## **A. American Chemical Society**

This club affords students of chemistry, chemical engineering, and related disciplines to interact in a professional way to instill a pride in their field.

## **B. Amnesty International**

This group is affiliated with the national organization and works with human rights issues.

## **C. College Republicans**

Organized to stimulate campus interest in current political affairs, the College Republicans are active in the local, state, and national scenes in cooperation with the College Republican Federation of Virginia. Not only does the club sponsor prominent speakers, it initiates joint activities, workshops, and socials with neighboring undergraduate and graduate schools. Members are kept busy throughout the year campaigning, doing precinct work, and service projects.

## **D. French Club**

The French Club was formed to bring together students interested in France, its people, and its culture. Throughout the year the club sponsors several social gatherings, films and lectures, as well as "la table francaise," a table in the dining hall for those who wish to engage in informal French conversation during lunch. "Vive la France !"

## **E. German Club**

The German Club was formed to provide interested students with the opportunity to speak German outside the classroom and to become acquainted with the history and culture of the country. The club's activities include: trips to a German restaurant, films and speakers, picnics, a monthly conversation-game hour, slides and travel lectures by students, Christmas caroling and other holiday celebrations, gatherings with students and faculty from VMI and W & L, and a traditional German dinner. There is also a German table in the dining hall each week, at which students from beginning to advanced levels hold informal conversations with the department. All interested

students are encouraged to participate in the club's activities, in order to create an atmosphere of Gemutlichkeit among the German-speaking community.

#### **F. Interact**

The purpose of Interact is to devise and implement programs and activities to foster, develop, and improve channels of communication, knowledge, cooperation, and mutual support among the students, alumnae, community, and friends of Sweet Briar College. Members conduct student panels for Alumnae Council, speak to Alumnae Clubs on Sweet Briar Day, work on alumnae telethons, talk to area civic clubs and organizations, work to increase awareness in the Alumnae Association, and organize activities for Families Day.

#### **G. International Club**

This club was founded to promote international issues and cultures on the Sweet Briar campus. They regularly sponsor programs, field trips, and other activities. members of the Sweet Briar community are invited to join the Italian Club.

#### **H. Inter-Varsity Christian Fellowship**

A Christian fellowship organization which plans programs and activities for students, IVCF also conducts regular prayer, discussion, and meditation meetings.

#### **I. Italian Club**

The Italian Club was formed in 1969 in response to the growing interest in the heritage of modern Italy, its culture, its language, and its history. Members of the organization are eager to spread their enthusiasm and do so by sponsoring various activities such as literary discussions, theatrical productions, lectures and films, informal social gatherings, and an Italian table in the dining hall every week for informal conversation over lunch.

#### **J. N.O.W.**

This group is affiliated with the national organization and works on women's rights issues.

#### **K. Spanish Club**

The Spanish Club enables professors and students who are interested in the culture and language of Spain and Latin America to participate in various informal activities. Activities include slides and lectures by students who recently studied and travelled abroad, films, Scrabble games in Spanish, holiday celebrations, a trip to Washington, D.C. for sightseeing and a Spanish meal, and a weekly discussion table in the dining hall during lunch.

#### **L. Student Guides & Overnight Hostesses**

Student Guides and Hostesses serve a vital function to the Admission Office in presenting the College to visitors and also in sharing with the Admission Office their impressions of Prospective students. The prospective student's visit with the guide and/or hostess is often a determining factor in her reaction to Sweet Briar.

Student Guides show prospective students and other guests around the campus. Each guide volunteers one hour of the week during which she is available to give tours of the campus. A chairwoman, who is appointed by the Admission Office, coordinates the activities of the guides. At the end of the year, ten Guides who have been especially outstanding in giving of themselves and their time are chosen as Honor Guides. Freshmen are eligible to be Guides after the Fall term. Anyone who is interested in being a volunteer Guide should contact the Admission Office.

Student Hostesses are headed by the Overnight Hostess Chairwoman. Hostesses entertain prospective students who wish to spend a night in the residence halls. Those who are interested in being a Hostess may volunteer at the Office of Admissions in the early fall. The Chairwoman is responsible for placing the prospective student with a hostess.

### **M. Student Music Council**

The Student Music Council was organized to provide music awareness and serve to get students on campus involved in the many aspects of music. S.M.C. also supplements the Babcock Season with pre-concert lectures and provides services for the music department performances. In addition, the Student Music Council will provide transportation to concerts in the area and support Sweet Briar groups that wish to perform off-campus.

### **N. Student Program Council**

The Student Program Council is responsible for programming entertainment in the Bistro and Wailes Center. The board serves as an adjunct to the Social Activities Board in promoting campus activities and events.

### **O. Unity**

The purpose of Unity is to promote black/white social, cultural and educational programs while providing a structured group for student interaction and an efficient vehicle for soliciting opinions from students. Membership in Unity is open to all members of the Sweet Briar College community.

### **P. Varsity Sport Council**

The Varsity Sports Council is composed of one representative of each varsity sport and one faculty member from the Physical Education Department, who serves as a liason between the Council and the Department. The Council serves as a forum where coaches and players can come together to discuss varsity issues, raises funds for team travel, meets with prospective student athletes who visit the campus, and assists with the organization of the annual varsity awards ceremony.

### **Q. Women For Life**

This organization was founded in 1990 to educate the Sweet Briar Community on pro-life issues.

### **R. Womens' Professional Society**

The Womens' Professional Society is an organization designed to allow Sweet Briar students to gain knowledge of the business world through contacts with local businesses. Programs that are offered include lectures from the business community, tours of local businesses, and the promotion of contacts through social events. The Womens' Professional Society offers a forum for an exchange of ideas of interest to those entering today's business world.

### **S. WUDZ Radio: 91.5 FM**

The WUDZ radio station at Sweet Briar began broadcasting in the spring of 1980. It is a 100-watt non-commercial station which grants a great flexibility in programming, to provide the student body and the community with a variety of music including classical, jazz, rock, folk and bluegrass. The studio is located on the first floor of Reid.

### **T. Young Democrats**

The Young Democrats is geared towards enhancing political awareness at Sweet Briar, generally from a more liberal perspective. The club is part of the Virginia Young Democrats consisting of college and teen clubs statewide. The Sweet Briar Young Democrats have assisted in local and state campaigns, sponsored films and bake sales on campus, and held social events with other colleges in Virginia. They also participate in annual workshops on the facets of politics. The Sweet Briar Young Democrats encourage those with an interest in politics to attend their monthly meetings and participate.

## COMMITTEES

### A. Arts Committee

This committee, which is composed of faculty and students, plans the College's concert series (Babcock Season) for the entire year. Student representatives are nominated for the committee based on their involvement with the arts and are elected by the Arts Committee.

### B. Career Planning Committee

This committee is composed of staff and elected students who suggest and promote career planning services and programs.

### C. Chapel Committee

This committee which is composed of the Chaplain, faculty, staff and students helps incorporate religious life into the Sweet Briar community. Students on this committee also help in assisting church services. Three representatives from each class are elected.

### D. Food Services Committee

This committee is composed of students and a few food services administrators. They discuss such issues as meals and special dinners. Two representatives from each class are elected.

### E. The Lectures Committee

The Lectures Committee is chaired by a faculty member and composed of other faculty members and students. This committee asks each class to elect two representatives who will actively participate in the meetings. The students are able to propose lectures and actually be involved in the planning and introduction of these lectures to the Sweet Briar Campus. This committee also offers an opportunity for the student to work with faculty on a personal basis and to broaden her knowledge of culturally and academically notable persons.

The Lectures Committee investigates and selects lecturers from many proposals received from faculty and other sources throughout the year. All members of this committee have an equal vote. Being a student representative of this committee is a serious responsibility, and the benefits gained from representing your class are very rewarding.

### F. Sue Reid Slaughter Committee

This committee which is composed of administrators, faculty, and students spends approximately \$20,000 of the Sue Reid Slaughter endowment income annually. The programs are designed to bring unique, unusual events to Sweet Briar College. A representative from each class is elected.

### G. Wellness Committee

This committee is composed of faculty, staff and students. It deals with ways to inform students concerning health related matters and issues. Occasional lectures and programs are planned on health-related topics. Two students are elected from each class.



## PUBLICATIONS

### A. *The Brambler*

*The Brambler* is the College literary magazine. By publishing poetry, prose, art work, music or any other creative endeavor of fine quality contributed by members of the four classes and occasionally by the faculty, *The Brambler* aims to recognize and to stimulate creativity at Sweet Briar and to bring varied and vital enjoyment to all readers. *The Brambler* holds an annual poetry contest, "The Christie Ann Scordas Poetry Contest," and sponsors visiting poets throughout the year.

### B. *The Briar Patch*

*The Briar Patch*, the Sweet Briar yearbook, is published each fall for the previous year. *The Briar Patch* staff attempts to cover all aspects of college life, especially the outstanding events of that year, to provide a permanent record and reminder of the year, and to produce a creative publication.

### C. *The Sweet Briar News*

*The Sweet Briar News*, published weekly by the students, is the campus newspaper. Upcoming events, reviews of events past, and issues critical to the entire Sweet Briar community are aired each week. All students are encouraged to join the staff, regardless of experience, and parents are urged to subscribe and keep up with campus events and opinions. Letters to the Editor are always welcome and should be delivered to the newsroom in the basement of the Chapel on Mondays.

### D. *The Student Handbook*

The aim of the *Student Handbook* is to acquaint students with the rules, activities, and organizations of Sweet Briar and to introduce the honor system which governs every aspect of life here. *The Student Handbook* is an important source of reference throughout the year. It is published annually and distributed to all students in the fall.

The **Publications Board** presides over the four student publications, establishing and maintaining ethical and professional standards. Their primary responsibility is the selection of editors. All candidates for editor positions must complete an application discussing their reasons, goals and qualifications and must have an individual interview with the Board. The Board members consist of current and past editors and selected members who have served on two or more publications.

## DIRECTORY OF OFFICERS 1991-92

### AINTS AND ASSES

Most Illustrious .....Ann Lindquist

Advisor...

### AMERICAN CHEMICAL SOCIETY

Officers .....To Be Elected

Advisor.....Susan Piepho

### AMNESTY INTERNATIONAL

President .....Jenny Rapp

Advisor...Susan Lehman

### BRAMBLER

Editor .....to be elected

Advisor...

### BRIAR PATCH

Editor .....to be elected

Advisor...

### BUM CHUMS

Mother Superior .....Sue Rapello

Advisor...

### CHUNG MUNG

Most Exalted .....Diana Bradford

Advisor...

### CLASS OFFICERS

1992 President .....Amy Dickson  
Vice President ....Cara Ardemagni

Secretary .....Kyra Meelan

Treasurer .....Natasha Stanfill

1993

President .....Ellen Ober

Vice President .....Lisa LaLonde

Secretary .....Kaci Chandor

Treasurer .....Ashley Hammond

1994

President.....Ashley Henderson

Vice President...Kathy May

Secretary.....Amy Biathrow

Treasurer.....Kelly Schmitt

### COLLEGEREPUBLICANS

President .....Ashley Hammond

Advisor...

### EARPHONES

Most Monotonous .....Jen Toomey

Advisor...

### FRENCH CLUB

President .....Cecile Berthelot

Advisor...Dominique Leveau

### GERMAN CLUB

President .....Margaretha Braun

Advisor...Ronald Horwege

### INTERACT

President .....Laura Goebel

Advisor...Diana Davidson

### INTERNATIONAL CLUB

President .....Shaina Jetha

Advisor...Janet Metzger

### INTER-VARSITY

President .....Abby O'Steen

Advisor...Susan Lehman

### ITALIAN CLUB

President .....Judith Kobliska

Advisor...Rosalia Ascari

### N.O.W.

President...to be elected

Advisor...Susan Lehman

### PAINT AND PATCHES

President...Jaimie DelMonte

Advisor...William Kestner

### PANNEL GALLERY DOCENTS

Presidents...Susan Messikomer, Greta Eustace

Advisor...Rebecca Massie Lane

### PUBLICATIONS BOARD

Chairwoman...Michelle MacMurtie

### RIDING COUNCIL

President...Mimi Davies

Advisor...Jill Randles

S.G.A. (see Executive Board Members)

### SPANISH CLUB

President...Marian Fuentes

Advisor..Alix Ingber

### STUDENT HANDBOOK

Editor...Margaret McClellan

Advisors...Janet Metzger and Robert Barlow

### STUDENT MUSIC COUNCIL

President...Angie Carpenter

Advisor...Rebecca McNutt

S.P.C.

President...Norma Bulls

Advisor...Leslie Thompson

### SWEET BRIAR NEWS

Editor...Meg Moss

### SWEET TONES

Musical Director...Kim Clifford

Advisor...

### TAPS-N-TOES

Most Graceful...Colleen Losey

Advisor...

### TAUPHI

President...Abby O'Steen

Advisor...

### T.T.C.

President...Ginger Marks

Advisor...Janet Metzger

### UNITY

President...Janeime Asbury

Advisor...Janet Metzger

### VARSITY SPORTS COUNCIL

President...Kristina Glusac

Advisor...Ann Reilly

### WUDZ

General Manager...to be elected

### WOMEN FOR LIFE

President...Jennifer St. Julian

Advisor...

### WOMEN'S PROFESSIONAL SOCIETY

Nina Hernandez

### YOUNG DEMOCRATS

Carolyn Imperato

### SWEEP

President...Kay Pierce

Advisor...Sally Meadows

## HOUSE PRESIDENTS' COUNCIL AND RESIDENT ADVISORS

### House Presidents Council

Chairwoman	Cricket Rabin
Carson	Cricket Rabin
Dew	Katie Blaik
Grammer	Laura Warren
Gray	LaQuinta Donatto
Language Hall	Toi Reynolds
Meta Glass	Harpreet Bedi
	Emily Ghiz
Randolph	Kerry Pollock
Reid	Alexandra Stewart

### Selection Process of House Presidents

1. The application process includes submitting a statement and three recommendations and going through an interview.
2. Each candidate will have an interview with a smaller selection committee (HPC representative, SGA Executive Committee representative, Office of Residence Life and Housing representative.) Input regarding a candidate's suitability will be solicited from the entire House Presidents' Council, the SGA President, the incoming and outgoing Chairwoman of the House Presidents' Council, and a representative of the Office of Residence Life and Housing.

### Resident Advisors

Student Coordinator	Catherine Hill
Carson	Teresa Jones
Dew	Martina Jaccarino
Grammer	Abby O'Steen
	Rebecca Carle
Gray	Kristen Hooper
Language Hall	Toi Reynolds
Meta Glass	Mtesa Cottemond
	Meighan Templin
	Michelle MacMurtrie
Randolph	Catherine Hill
	Laura Arceneaux
Reid	Sherani Amarasinghe
	Amelia McDaniel

### Selection of Resident Advisors

1. The application process includes submitting an application and three recommendations, and going through an interview.
2. Application information will be reviewed and final selections made by the Student Coordinator(s) and the Director of Residence Life and Housing.
3. Each candidate will participate in a group interview with other candidates and in an individual interview with representatives from the current Resident Advisor staff and the Director of Residence Life and Housing.

## **RESIDENCE HALL POLICIES**

### **A. Residence Life Staff**

It is the shared goal of all residence life staff to promote a positive quality of life for the individual and the community within each residence hall. It is their wish to assist every student in making her adjustment to college life a productive and rewarding one. Together they strive to develop an atmosphere in the residence halls which stimulates personal growth, encourages individual responsibility in decision making, and provides for an acceptance of others. Coordinator of the residence life staff effort is the Director of Residence Life and Housing.

Resident Coordinators who are professional staff members from the Office of Residence Life and Housing with particular expertise and interest in providing personal counseling, assisting in individual or group problem solving, and promoting the development of community, live in some of the residence halls. During the evening and weekend hours, one of these staff members is on call and can be reached through the Information Center.

Each hall is staffed by at least one student Resident Advisor (RA) who is under the guidance of the Office of Residence Life and Housing. Her main concern is for the student as an individual. She is trained and available to listen to other students as a peer helper, to act as a sounding board, to help students explore constructive alternatives to a problem, to be a source of information about the college, to serve as a role model for her peers, and to refer students to others who may be of more assistance. RA's also assist students in abiding by college policies and regulations.

House Presidents are selected student leaders who live in and serve each residence hall. Their primary functions are to assist students in abiding by college policy and house rule, to promote a sense of community through programming activities in the hall, to serve as an information liaison between students and officers of the College, and to serve as peer helpers. House Presidents also assume specific administrative duties (ie work orders, room condition reports) for the Office of Residence Life and Housing.

### **B. Residence Hall Regulations (including all campus housing for students)**

The College reserves the right to enter all college facilities at any time to make periodic inspections of its properties.

The privacy of a room occupied by a student will be respected. Students will generally be given 24 hours notice for routine repair, maintenance, or inspection unless specific or immediate service has been requested by a student. If an imminent danger to the health and/or safety of the building's occupants exists, authorized persons may enter a student's room without notice (i.e. fire, bomb situation, false alarm, accident, or serious illness). These procedures and policies in no way limit bona fide law enforcement agencies from a lawful search. Male Housekeeping staff will not enter residence halls before 9:00a.m. on weekdays and 8:00a.m. on Saturdays for any routine maintenance or cleanup.

ANY VIOLATION OF ANY OF THE FOLLOWING RULES WILL BE SUBJECT TO A FINE. IN ADDITION, THE VIOLATOR MAY BE BROUGHT BEFORE THE SOCIAL VIOLATIONS HEARING BOARD. THE STUDENT, ORGANIZATION OR RESIDENCE HALL WILL BE CHARGED FOR THE COST OF REPAIRS OR REPLACEMENT RESULTING FROM ANY SUCH VIOLATION OR FOR REPAIRS REQUIRED FOR DAMAGES INFLICTED IN OTHER WAY.

#### **1. Animals**

Animals cannot be brought into the residence halls by students or their visitors nor kept there or on the campus. A \$25.00 fine will be imposed by the House President's Council or the Housekeeping Office for violations of this policy. An animal will be removed immediately from the residence hall by the security police force. The animal will be taken to the Humane Society of Amherst. ONLY fish are permitted in residence halls.

#### **2. Appliances**

To reduce potential for a fire hazard and the overloading of electrical circuits, the use of electrical food preparation and ironing appliances is not permitted in residence hall rooms, halls, or parlors.



Kitchens and service rooms are provided in the residence halls for these functions. Reasonable use of other electrical appliances which do not present unusual hazard or high electric load are permitted in residence hall rooms. The following are **NOT** permitted in residence hall rooms: air conditioners, personal ceiling fans, microwave ovens, toaster ovens, hot plates, toasters, electric frying pans. Small portable electric refrigerators not exceeding 4.5 cubic feet in storage volume, 80 pounds in total gross weight, which require less than 240 watts of electricity in normal operation will be permitted in residence hall rooms provided the student assumes full and complete responsibility for acquiring, moving, maintaining and removing it. The College may not be called upon for crating or shipping these appliances. A \$25.00 fine will be imposed for violations of this policy. Repeat offenders will be referred to the Social Violations Hearing Board.

No electric appliance may be used in the residence halls under any circumstances unless the appliance as a whole (not just the cord) has been approved by and bears the seal of Underwriters' Laboratories, Inc. (U.L. Listed).

All appliances rented from the college or brought in by a student must be plugged directly into wallsockets or into 15 amp breaker box extension cords/ power strips. All extension cords must be plugged into 15 amp breaker box extension cords. Multiple wall sockets or prongs, other than the 15 amp breaker box extension cords are not permitted. Failure to comply will result in a \$25.00 fine.

### **3. Attics**

Students are not permitted to go to the attics. If luggage is wanted from the attic, the request must be left in writing in the suggestion/work order box located in the residence hall lobby before noon of the day it is needed. Keeping one suitcase in your room for late travel plans is recommended. During the academic year the following items can be stored: luggage, trunks, appliance and computer boxes. No other boxes (empty or full ) or personal items may be stored during the year.

Under no circumstances is any student allowed to enter the residence hall attics unless she is accompanied by a member of the Housekeeping staff. Entry into this forbidden area without proper permission is a violation of Residence Hall policy and will be dealt with by the Social Violations Hearing Board.

The removal of any item from the attic that does not belong to you or that you have not received permission to attain is an honor violation and will be dealt with by the Judicial Committee.

### **4. Damage/ Cleaning Deposit**

A refundable room damage/cleaning deposit of \$75.00 is collected from and maintained each year by every student in residence. Every student is expected to leave her residence hall clear of rubbish and personal belongings and in the order it was found upon her arrival.

When moving into a room, each student must fill out and sign a Room Condition Report. It is important that she report any problems, preexisting damage, or necessary repairs to the House President at this time. Rooms are inspected at the close of college in May, and assessments for repairs/cleaning are made accordingly.

### **5. Decorating Rooms**

a. **NOTHING (INCLUDING THUMB TACKS, NAILS, SCREWS, PINS, STICKERS, CONTACT PAPER, TAPE OR ADHERENT OF ANY KIND, PASTE OF ANY DESCRIPTION) MAY BE ATTACHED TO THE WALLS, WOODWORK, DOORS, METAL TRIM, OR FURNITURE IN THE COLLEGE BUILDINGS EITHER IN STUDENT ROOMS OR IN PUBLIC AREAS.**

b. Hanging pictures: All residence hall rooms are equipped with picture moldings from which pictures, posters, mirrors and wall shelves can be hung.

c. Some rooms are equipped with towel racks which are permanent property of the college. Students are not permitted to install their own hooks or towel racks.

d. Brackets for curtain rods are provided in each room. Students are responsible for their own rods and curtains. Cafe curtains are not allowed.

e. Pin-up lamps are not permitted.

f. Assessment for damages will be decided by the Housekeeping Office.

### **6. Fire Prevention**

a. **INTENTIONAL RINGING OF THE FIRE ALARM IS AN EXTREMELY SERIOUS**

OFFENSE AND WILL BE TREATED ACCORDINGLY. THE PENALTY IS SUSPENSION FROM THE COLLEGE AND POSSIBLE CRIMINAL ACTION.

b. To ensure unimpeded exit from the buildings, nothing may be placed on the fire escapes or ladders. A student will be fined \$50.00 for using the ladders for other than a drill or fire.

c. Fire extinguishers are not to be tampered with or misused. Charges for replacement, repair or refill of fire extinguishers will be made by Housekeeping, in addition to a \$25.00 fine for the tampering or misuse of the equipment.

d. Fire Prevention Regulations

i. No fire may be made in any room. A minimum of a \$25.00 fine will be imposed for any violation of this policy.

ii. No candles or incense may be used in the residence hall rooms. Permission to use candles in the parlors or common rooms must be obtained from the Office of Residence Life and Housing.

f. The campus police department, Office of Residence Life and Housing and Housekeeping Office assists in the avoidance of possible accidents. Fire drills are held during the night or day as announced or unannounced fire drills or fire escape drills. They are designed to promote familiarity with exits and to insure proper training in case of emergency. The House Presidents along with the student fire marshalls will assist with these drills.

Students are reminded that they are liable for any damage to property or for injury to others resulting from their negligence. Accordingly, students are cautioned to be careful when lighting, smoking, and putting out cigarettes. Regulation ashtrays and metal waste cans may be purchased at the Book Shop.

## **7. Food Storage**

Food not stored in a kitchenette or private refrigerator should be kept in tin boxes, screwtop jars, or other sealed containers.

## **8. Furniture**

Student rooms are furnished with beds, dressers, desks, bookcases and chairs. Each student should provide a pillow, towels, sheets, pillow-cases (or subscribe for laundry service for these), blankets, and mattress pad. Dressers and bed units are not to be removed from student rooms nor beds dismantled and mattresses removed without permission. A \$25.00 fine will be issued for the unauthorized removal of room furniture. Beds are NOT to be dismantled or a mattress removed from its frame without permission. If beds are dismantled without permission, a \$25.00 fine will be imposed and the bed must be reassembled. No mirror is to be separated from the dresser. Separating mirrors from dressers will also result in a \$10.00 fine. Furniture also is not to be removed from public areas. A \$25.00 fine will be imposed for removal of college property from public areas. Permission for removal of furniture from your room or dismantling of beds should be directed to the House President. Final decisions will be decided upon by the Director of Housekeeping. Changes in furniture cannot be accommodated until after the halls have been cleared from opening.

## **9. Key Doors**

Students are admitted to the residence halls after 8pm through a key system. Keys are available at the beginning of the college year for a cost of \$3.00 (not refundable). These keys are made to fit only the "Key" doors of each residence hall, the key door being the front entrance or main entrance doorway. Key doors are: Meta Glass, first floor door facing Health Center, first floor door facing Grammer (by TV Lounge); Reid, front door to Quad; Dew, front door to Quad; Gray, first floor door facing Pannell, second floor door facing Benedict; Fletcher, outside door entering in to Computer Center (ground floor); Library, ground floor door entering in to Night Study; Randolph, first floor door facing Pannell (leads in to Quad), ground floor door facing Manson Hall; Grammer, first floor front door facing Quad, first floor side door facing Meta Glass (leading in to hallway and not stairwell), ground floor door facing Macke Room, and ground floor door facing Chapel; Carson, south arcade facing Grey, north porch door; Macke Room in Reid.

In case of loss, a duplicate will be issued, at a charge of \$3.00. Keys may not be duplicated except by the College. Duplicating a key is an honor offense.

Propping open the exterior doors of dorms after 8:00 p.m. is a safety hazard and will result in a

\$50.00 fine. Repeat offenders will be referred to the Social Violations Hearing Board.

#### **10. Keys to Student Rooms**

a. A room key will be available for each student during scheduled check-in hours in September. Likewise keys to dresser drawers and closet doors in Meta Glass are often available from the Office of Student Affairs. A deposit per key will be required. The deposit will be refunded when each key is returned. In case of loss of a room key, students must report it to the Office of Student Affairs. A duplicate key can be provided at a cost of \$1.00. At the end of the college year or at withdrawal, all keys are to be returned according to the instructions provided by the Office of Student Affairs. Failure to return a room key will result in loss of the deposit and an additional fine.

b. If a student is moving from one room to another, she must return her present room key and secure her new room key from the Office of Student Affairs during regular business hours. Within 24 hours or the Monday following the Friday a new key is issued, the former room key must be returned to the Office of Student Affairs. Failure to return a key within this time period will result in a minimum of a \$25.00 fine.

c. IF A STUDENT IS LOCKED OUT OF HER ROOM, SHE IS TO FOLLOW THESE STEPS:

i. She should try to find her roommate and have her unlock the door.

ii. If she is unable to find her roommate, between the hours of 8:30 am- 5 pm, Monday through Friday, she should go to the Office of Student Affairs. After 5pm Monday through Friday, and all day on weekends, she should go to the Information Center. She must leave \$5.00 or a valuable item at the Information Center and she will be loaned a replacement key. This borrowed key must be returned within 24 hours or a minimal of \$25.00 fine will be assessed. Repeated violations will result in more severe sanctions.

#### **11. Lofts**

**YOU MAY NOT BUILD A LOFT IN YOUR ROOM.** If a loft is discovered in your room, a \$50 fine will be imposed. The loft must be disassembled and removed from the room immediately.

#### **12. Mattress Pad**

A fluid proof mattress pad must be furnished and used by every student beginning her first night in residence. A mattress pad inspection will be held by the Housekeeping Staff soon after the college opens in the fall. Failure to have a mattress pad by the time of inspection will result in a \$25.00 fine.

#### **13. Parties in the Residence Halls**

Hallway parties are prohibited in the residence halls. Private in-room gatherings should be limited to no more than twice the capacity of the room. Room residents will be held accountable for violations that occur within their room.

#### **14. Public Areas**

For fire and safety reasons, hallways must be clear at all times. Students must refrain from leaving personal belongings in halls, bathrooms, housekeepers' closets, and kitchen areas. In addition to being unattractive and an inconvenience to other residents, these items (clothes racks, dishes, clothing, shoes, athletic equipment, boxes, etc.) are a hindrance to the housekeeping staff and can be dangerous in an emergency evacuation. Personal items left in public areas will be confiscated and a \$10.00 fine will be imposed by Housekeeping. Repeat offenses will be treated with increased severity.

Changes in furniture cannot be accommodated until after the halls have been cleared from opening. You are not permitted to put furniture, mattresses, etc. in the hallways.

#### **15. Quiet and Courtesy Hours**

Students, out of courtesy and consideration for others, should be reasonably quiet at all times in the residence halls. Particular emphasis shall be given to maintaining quiet in the residence halls daily during the quiet hours voted on by the residents of each dorm. They will begin no later than 11:00p.m. and end no earlier than 9:00a.m. During the weeks of examinations, there shall be 24 hour quiet hours. Any student, as a member of the Student Government Association, shall have the right to protest against an unwarranted disturbance in the residence halls. In case of disregard of the rights and privacy of others, she may bring the student(s) creating disturbance to the Social Violations Hearing Board.



#### **16. Overnight(away from room)**

If staying overnight in any place other than her own room (including the Health Center), a student is urged to leave a note on her door giving full information concerning her whereabouts.

#### **17. Recesses**

a. College residence halls are closed and secured during the Thanksgiving, Christmas, Spring Break, and Summer recesses.

b. For students who are unable to leave campus at these times, special vacation housing may be arranged through the Office of Student Affairs for all vacations except summer recess.

c. Following a recess, students may arrive on campus only after 1pm on the designated day of return.

d. At the close of the college year, each student (except members of the graduating class and their invited guests) must leave Sweet Briar within twenty-four hours after her final examination and must take with her all of her possessions other than those to be stored at the college and those to be shipped. Graduating students may remain in the residence halls on Commencement Day at which time the halls close for the summer.

#### **18. Room Changes**

Room changes are authorized when attempts to remedy a situation has not been successful and/or the circumstances warrant a change. Students are encouraged to talk with their roommate(s) and a Resident Advisor prior to pursuing a change because many situations can be improved without a room change. Prior to the authorization of a room change, a student and her roommate(s) must meet together in a mediation meeting with a Resident Adviser, the Housing Coordinator, or the Director of Residence Life and Housing after which a decision will be reached by all parties involved in the resolution.

A student who moves to another room must complete a room change form complete with the necessary signatures and submit it to the Office of Residence Life and Housing. After a room change is approved the student must officially check out of her present room and in to her new room with her House President by completing room condition reports on both rooms. Room keys need to be exchanged at the Office of Student Affairs. Failure to exchange keys at the Office of Student Affairs within 24 hours of the move or follow correct room change procedures will result in a \$50.00 fine and/or other sanctions.

Room changes made without approval of the Director of Residence Life and Housing or the Housing Coordinator will result in a \$50.00 fine.

#### **19. Rugs**

Rugs of any size are permitted in student rooms. It must be understood that the owner must assume full responsibility for any rug. No help in the installation or removal of rugs may be requested from college personnel. Since rugs may not be stored at the college over the summer, at the end of the year you are to take your rug home, or send it to be cleaned and stored. If sending to the cleaners, roll it, tie it securely and tag it clearly with your name. If you are planning to be away the Fall term, indicate the date you wish the rug returned.

The privilege of having large rugs was given with the above understanding and is subject to removal if abused. Failure to comply will result in a \$25.00 fine.

#### **20. Smoking**

Smoking is FORBIDDEN in the following places of the Residence halls: in elevators, hallways, parlors, T.V rooms, and stairwells and all other locations designated as non-smoking areas. A \$25.00 fine will be imposed by House Presidents' Council for any violation of this policy.

#### **21. Summer Storage**

a. SWEET BRIAR ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS OF ARTICLES LEFT AT THE COLLEGE TO BE MOVED OR STORED. STUDENTS ARE ADVISED AGAINST LEAVING ARTICLES OF VALUE IN STORAGE.

b. Property without shipping instructions attached, left for one year in college storage by a student after her final departure from college, either through withdrawal or graduation, will be disposed of by the College.

c. To provide improved protection for students' belongings, summer storage is provided in a designated storage area. All such storage will be at the students' own risk. While the college will take



reasonable steps to protect stored property, it specifically disclaims any liability for theft or damage by fire, water or any other cause. The student is responsible for packing and transporting all items except trunks to and from the storage area and for being sure that only standard size boxes (of the sizes sold in the Book Shop) are properly and securely packed. Bicycles are not stored with these items but are stored in another location on campus by the Campus Police Department. The college does not store rugs. Students leaving items outside of storage will be assessed a \$10.00 fine per box. A \$25.00 fine will be imposed for each item left in the residence hall, excluding sofas which will incur a \$50.00 fine.

i. Articles must be securely packed. All items such as pillows, bed and table lamps, linens, typewriters and books must be packed in a box, tied securely, and tagged with the owner's name and new room assignment. In all cases the stub should be kept by the student as a receipt and for identification in claiming her storage in the fall.

ii. Chair cushions must be firmly tied to chair. No other articles may be packed in a chair.

iii. All articles that can reasonably fit in a box must be boxed before they will be accepted for storage.

e. As the College has no moth-proof storerooms, students are advised to send blankets and clothes home or to a laundry or to a dry cleaner for cleaning and storage.

f. All items placed in storage must remain in the storage building until the College reopens. In the case of a non-returning student, stored items can be shipped collect when the storage facility is opened in the fall. This requires the written permission of the Dean of Student Affairs and a written request from the student.

g. Trunks and appliance or computerboxes must be unpacked and tagged for attic storage within five days of the opening of college in the fall.

h. The three part trunk ticket is to be placed on each storage item. The back hard copy is to be attached to the item. Housekeeping gets the middle copy and the student the top copy.

## **22. Visitation**

### **Women Visitors**

Women visitors may stay in the residence halls more than 3 consecutive nights with approval from the Office of Student Affairs.

### **Male Visitors**

a. A student may invite a male visitor into her dorm according to the listing below:

## **VISITATION OPTION 1**

**(3rd floor Reld)**

Mon.-Thurs.	None
Fri. & Sat.	12 noon- 1 am
Sunday	12 noon- 12 midnight

## **VISITATION OPTION 2**

**(The 1st and 2nd floors of Reld, 2nd and 3rd floors of Grammer, and 4th floor of Glass)**

Mon.-Thurs.	12 noon-12 midnight
Fridays	12 noon- 3 am
Saturdays	10 am- 3 am
Sundays	10 am- 12 midnight

## **VISITATION OPTION 3\***

**(Dew, Gray, 2nd and third floors of Meta Glass, ground and 1st of Grammer, Carson, Randolph)**

Mon.-Thurs.	noon- 1 am
Friday	noon- 1 am Monday, no restrictions in effect

*\*Each student living in a Visitation Option 3 area must sign a contract indicating her understanding and willingness to comply with terms outlined in the contract.*

It is the responsibility of every student to know, support, and abide by these hours. It is her right and her responsibility to accompany her male guest at all times when he is in the residence hall or leaving the hall and to ask fellow students to escort their male guests out of the residence hall after the close of visitation hours. In this event, she may request assistance from her House President, Student Affairs staff members, or a Campus Police Officer. Violations of the visitation options regulations will be dealt with by the Social Violations Hearing Board.

The following steps will be taken by a Campus Police Officer regarding unattended males at Sweet Briar after the closing hour:

i. Individual or individuals are to be informed that they must leave the campus (1st offense only).

ii. If, after a reasonable period of time, he or they persist in staying, a security officer should approach the subject (s) and state, "Young man (or gentlemen), your right or license to stay on this property has expired. I give you... minutes to leave or you will be subject to arrest on the charge of trespass" (1st offense only). Further offenses will be dealt with increased severity.

b. **Family Visitor:** A student may take her father or brother to her room on any day from 6 am to closing hour, but she should see that the other women on the hall are notified and she must accompany her guests at all times while they are in the residence halls.

c. **Closing Visitation:** Each residence hall has the right to close the house to men on any particular night. A one-third vote during exams and a one-half vote at other times, taken by a secret ballot, of those present and voting at a residence hall meeting at which there is a quorum of two-thirds, is required to close the residence hall for one night or succession of nights.

d. **Escorting Visitors:** Any student entertaining a male guest in the residence hall must accompany him at all times. **THIS INCLUDES MEETING HIM AT THE KEY DOOR, REMAINING WITH HIM WHILE HE IS VISITING IN THE HALL, AND ESCORTING HIM OUT OF THE HALL. STUDENTS SHALL NOT ALLOW UNESCORTED MALES TO ENTER RESIDENCE HALLS.**

e. **Visitors and Guests Conduct:** The student hostess is responsible for her visitors' and guests' conduct. All visitors and guests, like all students, must abide by dormitory policies and campus regulations, including respect for Sweet Briar property. Students are solely responsible for the behavior of their guests. The students' responsibility includes restitution for damage to College facilities or other restitution which is necessary. Any visitors' or guests' failure to abide by the above may be subject to administrative sanction by the College and/or prosecution in a court of law.

f. **Review of Policy:** The above provisions are subject to a mandatory review annually by College Council no later than its April meeting.

#### **Special considerations for Visitation Option 3 areas**

a. Students living in a Visitation Option 3 area must give their roommate(s) a 24 hour advance notice when they are having/expecting an overnight guest. Guests will not be permitted to stay in a Visitation Option 3 hall without the full consent of the roommate(s). Should this consent not be available, the student with the guest should utilize any one of the alternatives open to all students. Anyone in the Office of Student Affairs can assist with alternate arrangements.

b. Male guests in Visitation Option 3 areas are required to remain in the room of their hostess from 3 a.m.-9 a.m. on both Saturdays and Sundays unless in case of an emergency and then only when escorted by their hostess.

c. Male guests are prohibited from using any residence hall shower or facilities from 8 a.m. to 11 a.m. on every weekend as well as from 4:30 p.m.-6:30 p.m. on big party weekends.

d. Visitation Option 3 housing is a privilege, not a right, and thus will be reviewed by a committee of students and staff on a regular basis.

### **23. Trunks**

Trunks and appliance or computer boxes must be unpacked and tagged for attic storage with in five days of the opening of college in the fall.

### **24. Water Beds, Beer Kegs and Party Balls**

Such equipment is prohibited in student rooms.

*\* Any fines imposed by the H.P.C., the Office of Student Affairs, or by Housekeeping are expected to be collected within a 48 hour period unless prior arrangements are made.*

## **SOCIAL REGULATIONS**

### **A. Statement of Compliance**

*Sweet Briar college provides notice of intent to comply with the regulations effectuating Title IX of the Higher Education Amendments of 1972 as amended by Public Law 93-568. We intend to adhere to the letter and the spirit of the law through a policy of nondiscrimination on the basis of sex in all College operations. This policy applies in particular to our education program, to employees therein and to admissions thereto save where excepted under subpart C 86.15 (a). In addition, Sweet Briar College adheres to a policy of nondiscrimination on the basis of race, color, national or ethnic origin with respect to its educational program and activities, employees, financial aid awards and admissions.*

### **B. Statement on Discipline**

*Any student accepting a place at Sweet Briar should know that the College will not tolerate illegal acts or extremes of social behavior which ignore the rights of others or are injurious to the individual, the community, or the College itself.*

*In any extreme or clearly dangerous situation the judgment of the President suffices to enforce a decision of temporary suspension and removal from the College until a hearing before the appropriate committee can be arranged. This procedure will be accomplished as quickly as possible.*

*Any student unwilling to acknowledge such authority on the part of the College is advised to withdraw.*

*The College reserves the right to exclude at any time, following established procedures that protect individual rights, any student whose conduct or academic standing it regards as unacceptable in a community of scholars and students.*

### **C. Alcohol Regulations**

*Please note that the following policies and regulations may change in accordance with Alcohol Beverage Commission guidelines.*

Consumption of alcoholic beverages at Sweet Briar College, either by students or their guests, shall be controlled by the laws of Virginia and/or Amherst County. The above-mentioned laws make illegal the following:

1. The sale of any alcoholic beverages to persons under 21 years of age.
2. The falsification of age by persons under age in order to purchase alcoholic beverages.
3. The purchase of alcoholic beverages for another person when there is reason to believe that the person is under age.
4. The serving of alcoholic beverages to any person under 21 whether in a private home, residence hall room, club, party, or other location.
5. The transportation of alcoholic beverages unless contained in paper bags or cartons which render the identification of the contents unrecognizable. In other words, it is against the law to carry an open drink in public.

In addition, any person who serves alcoholic beverages to a minor or, for that matter, to a non-minor, may become liable for any resulting accident or injury which occurs. Either criminal or civil



liability, or both, may result in such cases if it can be demonstrated that such action was a contributing cause of the accident or injury.

College regulations prohibit consumption of alcoholic beverages in all academic and public areas of the College, by either students or their guests, with the exception of the Boathouse, and other areas officially designated by the Office of Student Affairs. In the Wailes Student Center purchase or consumption is limited for those of age. Food and non-alcoholic beverages must be served at any event at which alcoholic beverages are offered at Sweet Briar College. Honor Code principles apply.

**Kegs of beer are prohibited in the residence halls.** It shall be the responsibility of each member of the Sweet Briar community to know and to comply with all pertinent laws and College regulations and, further, to help prevent any abuses or excesses stemming from the use of alcoholic beverages. In particular, students are reminded of their general responsibility for the safety and welfare of one another, as well as their specific responsibility to the College community for the highest standards of conduct and behavior, not only of themselves but also of their guests.

Any special permission for exceptions to the regulations above must be obtained from the Dean of Student Affairs. It should be noted that, in general, beer may be served to those of age, with permission and within College regulations, at College-approved social functions held in public areas. Beer to be served under these conditions must be purchased by the student responsible for the event.

A complete statement on alcohol policy is available in the Office of Student Affairs.

#### **D. Statement of Drug Policy of Sweet Briar College**

The Drug-Free Schools and Communities Act Amendments of 1989, (PL101-226) require applicants for federally funded grants and contracts or student loans to implement a "program to prevent the use of illicit drugs and abuse of alcohol by students and employees...."

Sweet Briar College fully intends to be in compliance with this law. Therefore, this Notice sets forth our policy regarding student drug and alcohol use and the unlawful possession of controlled substances. Our policy is as follows:

1. Students are expected and required to reside in our community at all times in appropriate mental and physical condition for pursuing a course of study. Students shall respect and maintain the campus as a drug-free, healthful, safe and secure environment.
2. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol, narcotics, hallucinogens, depressants, stimulants, marijuana, and other controlled substances on College premises, at College activities, or while representing the College off college premises is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and/or satisfactory participation in a counseling program, and may result in referral for prosecution. College disciplinary proceedings for violations shall fall within the provisions of Article VII of the Constitution of the Student Government Association. The conduct prohibited by this policy also is prohibited by federal, state, and local laws. Criminal and/or administrative penalties include suspension or loss of driver's license, monetary fines and/or imprisonment. Particulars of these various laws are available from a local U.S. Attorney's office, Commonwealth Attorney's office, or law enforcement officials.
3. The College recognizes drug or alcohol dependency as an illness and a major health problem. The use of illicit drugs or abuse of alcohol poses physical, mental and emotional health risks, such as increased risk of cardiac, renal, and liver dysfunction; pre, peri, and postnatal complications, depression, and suicide. The College also recognizes drug or alcohol abuse as a potential threat to the health, safety and security of other persons or property. The College will make the following drug and alcohol services available to students who wish or need help:
  - A. Immediate health care can be offered through the College Health Center. If the situation warrants, a referral can be made for long-term care at an in or out-patient facility. (381-6140).
  - B. The Counseling Center offers free confidential counseling and referrals for students in dealing with substance abuse problems. These services may be obtained on a voluntary basis or through referral when performance or behavior suggest a problem. (381-6140).

4. Students convicted of any criminal or administrative drug or alcohol offense shall report same to the Dean of Student Affairs within five (5) days after conviction. The College



will not disclose any such report of conviction except as provided by law and this policy.

5. Students must abide by the terms of the above policy, as a standard for participation and completion of a program of study at Sweet Briar College.

6. The College will conduct a biennial review of its program to determine its effectiveness, make changes where necessary, and ensure that sanctions on violators are consistently enforced.

7. Federal, state and local law enforcement officials, including campus police, will be allowed to investigate and to conduct searches and seizures to the extent permitted by law.

8. Due to the seriousness of the issue, this Policy is subject to change at any time, as the Administration may deem necessary for the protection of person or property.

## **COLLEGE POLICIES**

### **A. Day Students**

#### **1. Meals**

Day Students may purchase meals for cash at the College meal rate. Meals may be paid for at the hostess' desk in the lobby of Prothro Commons.

#### **2. Vehicles**

##### **a. Registration**

Vehicles belonging to Day Students and new or different vehicles belonging to students who have previously registered other vehicles are to be registered in the Campus Police Office, located in the Wailes Student Center. Vehicle registration is annual and free to Day Students. See "Vehicles", for general parking and other vehicle regulations, which apply to Day Students.

##### **b. Parking on Campus**

If the parking lot is full, utilize Guion parking lot.

#### **3. Day Students' Room**

108 Reid is the Day Students' Room.

Keys may be obtained from the Office of Student Affairs. A \$5 (refundable) deposit is required to obtain a key.

### **B. Campus Employment**

Application for jobs must be made to, and cleared through, the Director of Financial Aid. Since all recipients of financial aid are normally expected to hold selfhelp jobs, they will be given preference in job placement.

### **C. Delinquent Accounts and Bad Checks**

No student who is in arrears to any department or enterprise of the College will be permitted to receive a grade report, transcript or diploma. A fine of ten dollars will be charged for any check returned for any reason. If more than one check is returned, the student will lose check cashing privileges for the remainder of the academic year.

### **D. Identification Cards**

An I.D. card is issued to each student at the Campus Police Office, located in the Wailes Student Center above the Post Office. The I.D. is issued at the beginning of the college year. The student is on her honor not to tamper with, borrow, or lend her I.D. card. The I.D. card is required by the College for the cashing of checks at the Business Office; for checking out books from the library; for charging items at the Book Shop; and may be requested by any Department of the College. The issue of the original I.D. card each school year is covered by the check-in fee. Lost, stolen or mutilated I.D. cards may be replaced for a \$3.00 fee at the Campus Police Office, which is open from 7:00 am. to 3:30 pm. each Monday through Friday.

## **E. Responsibility for Property**

Although the College endeavors to protect the property of its students in the same manner as its own, it will not be responsible for loss of any personal property of any student. Students are responsible for damage to College property not incurred during normal usage.

There is to be no painting of any College property, except the freshman hitching post and the sophomore rock. There is to be no painting of individual or stage property in any area of the residence halls. Any violation of this policy will result in the individuals or clubs responsible for the damage being billed for paint removal or for redecoration of the area in question.

## **F. Scheduling Events/College Calendar**

1. The College calendar is located in the Office of Public Relations and is under the supervision of the Assistant Director of Public Relations for College events. Approval for all events, whether or not they are to be listed on the weekly calendar, is required, and approval must be given at least 24 hours prior to the event. Appropriate reservation forms [green sheets''] are located in the Public Relations Office.

2. Requests for set ups (tables, chairs etc.) should be made to the Assistant Director.

3. Requests for catering services can be made only after completion of the green sheet form and should be made at least two weeks in advance with the catering manager.

4. Tentative reservations for a particular date, time, and place will be held by the Assistant Director for only 48 hours.

5. All student sponsored events require the signature of the Dean of Student Affairs.

6. The weekly College calendar is compiled and published each Thursday by the Office of Public Relations. All events listed on the calendar must be approved by noon of the before (Wednesday), and the form returned to the Office of Public Relations by that time.

7. Any unavoidable time changes, cancellations, etc., should be relayed to the Assistant Director immediately and, if possible, be made prior to the calendar deadline preceding the event.

## **G. Publicity Guidelines**

### **1. Off Campus**

Media relations and off-campus publicity relating to Sweet Briar College, its students, faculty, and programs are handled through the Office of Public Relations. This office issues news releases and hometown stories about students and is interested in learning about student activities and accomplishments.

Every Sweet Briar student represents the College to the outside world, and what she says to reporters, editors of college guides, and others contributes to the image of Sweet Briar College. Therefore, with the exception of engagement and wedding announcements, any material a student wishes to submit to any of the media should be cleared with the Director of Public Relations. If a student is unexpectedly questioned off campus by a reporter, she may, if she wishes, identify herself as a Sweet Briar student but should make clear that she is speaking only for herself as an individual.

b. The Public Relations Office also is responsible for most College publications. Students, with their consent, are often interviewed and/or photographed and quoted in such publications.

c. In case of an automobile accident, a student is advised not to give any information to any reporter or photographer. In the interest of the owner of the car and his/her insurance coverage, it is important that information be given only to police authorities, and that it should be factual. Students are advised not to sign any report of the accident or to assume liability, except at the direction of the police.

### **2. On Campus**

Any reporter, photographer, filmmaker, videotaper, or distributor of questionnaires who is not a member of the Sweet Briar community must have the permission of the Office of Public Relations to work on campus. The Office of Public Relations must be notified in advance if someone will be working on campus so that preparations can be made and clearances approved to insure cooperation from the members of the community and to protect the College, students, and others from unwanted publicity.

Students are requested to notify the Director of Public Relations if they meet any unauthorized reporters or photographers on the campus.

## **H. Fund-Raising**

Any fund-raising projects, either on or off campus, should be cleared in advance with the Vice President for College Relations. The stipulations regarding publicity and fundraising are made to prevent conflicts with college-wide fund-raising programs and to promote the best interests of the college community in this area.

## **I. Solicitors**

No off-campus solicitors are permitted in the residence halls. In case any such person is detected, notify at once the Security Police Officers or the Information Center, giving the location of and a description of the stranger.

## **J. Food, Merchandise, and Service Sales**

Any group of students, organization, or individual from on or off campus wishing to sell food, refreshments, merchandise, or services on the campus must secure permission in advance from the Dean of Student Affairs and the Vice President for Business Affairs. Off-campus stores, organizations, or individuals must confine their activities to the Wailes Student Center. There is a fee for the use of a room in this facility.

## **K. Regulations Concerning the Use of College Property and Facilities**

1. Written permission for the use of college property—including rooms, equipment, and campus areas—for other than its usual function, must be obtained in advance from the appropriate member(s) of the College administration.

2. Requests from groups or individuals not normally authorized to use the College's mailing facilities must be addressed, in writing, to the appropriate office (Alumnae Office for Alumnae Records, Development Office for Parent Records, and others) at least three weeks in advance of the planned mailing date. Such requests must be accompanied by copies of all materials to be included in the mailing.

3. Written approval of the contents must be obtained from appropriate members of the Administration and the Director of Public Relations before the mailing can be processed. If permission is granted to use the College's mailing facilities, the individuals or group concerned will pay in full for all services rendered and materials used.

Letters or statements must be signed and envelopes must carry the name of an individual to whom a reply may be directed. College stationery and envelopes are not to be used.

## **L. Married Students**

If a student enrolled in Sweet Briar College plans to marry before graduation, she is requested to notify the Dean of Student Affairs of her marriage plans at least a month in advance of the marriage. Since there is no student housing available for married couples on campus, the student and her husband are responsible for making off-campus housing arrangements.

## **M. Public Conduct**

Each student is reminded that, in her conduct off campus as well as on, she is a representative of the Sweet Briar Community. She is charged with the responsibility to insure that at all times her conduct reflects creditably upon the good name and ideals of the College.



## **N. Sexual Harassment Policy**

Sexual harassment will not be tolerated at Sweet Briar College from any member of the Sweet Briar community. Behaviour that constitutes sexual harassment includes, but is not limited to: unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct of a sexual nature, whenever:

1. submission to such conduct is implicitly or explicitly a term or condition of employment or participation in an educational program; or
2. submission or rejection is used as a basis for an academic or employment decision; or
3. such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or participation, or of creating an intimidating, hostile, or offensive educational or work environment.

Any member of the Sweet Briar community who feels that he or she has been the subject of sexual harassment should report the incident to the following College officials:

- Student complaint- Dean of Student Affairs;
- Faculty complaint- Dean of the College
- Staff complaint- Vice President for Business Affairs

The investigation and discipline of an individual alleged to have engaged in sex discrimination, in the form of sexual harassment or otherwise, will be in accordance with 1) the Faculty and Staff Handbook, 2) the Constitutional Bylaws of the Student Government Association, or 3) the Secretarial and Clerical Employee's Handbook, whichever is applicable.

Any member of the Sweet Briar community who engages in the behaviour mentioned above is subject to disciplinary action, including dismissal. Conversely, where results of an investigation reveal that a complaint of sexual harassment is frivolous or groundless, the individual having made such a complaint may be subject to the same disciplinary action, including dismissal.

## **INTERCOLLEGIATE ATHLETICS POLICIES**

### **A. Probation Policy For Varsity and Club Sport Athletes**

Students on academic probation shall not be permitted to travel on weekdays when the college is in session with the team. They may not be played in home contests that conflict with their class schedule. This rule may be waived by permission of the Dean and the intercollegiate coach.

- a) A student on academic probation may not hold the position of team captain or co-captain.
- b) Individual students requesting a waiver of the rule should put their request in writing and submit it to the coach who will confer with the appropriate Dean.

### **B. Physical Examination Policy**

All entering students are required to have had a recent physical examination, with a copy of the report on file at the Health Center. After the initial exam, any student participating on a varsity or club team is required to have an annual "follow-up" exam, which is on file at the Health Center. This exam must be on file before any coach is permitted to allow a student athlete to practice or play with the team.

Please see the college catalog and/or Faculty Rulings for the other policies pertaining to the Athletic Department.



## SECURITY

Sweet Briar College has 24 hours a day police protection provided 365 days a year by the Department of Campus Police. In addition, the Department includes Operators, who maintain a 24 hours a day, 365 days a year Information Center, which provides a switchboard for campus communications, coordinates by radio and telephone with the Police Officers on duty and monitors all building alarms, among other duties. Each Police Officer in this department is a sworn "Special Policeman" under Section 15.1-144 of the Code of Virginia, and has arrest power on campus and the adjacent areas within Amherst County. In addition, each Police Officer is a uniformed officer, who has the authority to execute search warrants and seize evidence and contraband, such as illegal drugs and weapons. Any person who needs the assistance of a Campus Police Officer and any person who wishes to make a report to the Campus Police should dial 381-6144. This number will connect the caller to the Campus Police Office, located in the Wailes Student Center above the Post Office, during normal office hours (7:00 am to 3:30 pm on Monday through Friday). After normal office hours the caller will be connected to the Information Center, which is operated around-the-clock. An alternate number to call is 381-6100 (or dial 0 from any 6xxx extension). The Campus Police Officers on duty make periodic patrols of the campus on foot and by marked police vehicle, and are in constant radio contact with the Information Center.

### A. PERSONAL SAFETY GUIDANCE FOR ALL STUDENTS:

1. Be certain residence hall doors are closed and locked when entering and leaving after closing hours. Do not prop doors open at any time of the day and do not leave rooms unlocked at any time.
2. Do NOT walk alone or with another person at night to the lake, entrance gate, or in dark or secluded campus areas. Be careful about walking after dark in any semi-lit place. Stay on walks and established paths and avoid walking near shrubbery.
3. Avoid driving at night alone.
4. Check around, under and in your automobile when approaching it to make sure no one is concealed near it. Make sure you keep the doors locked once you are inside your car, and as soon as you exit your car to leave it for any period of time.
5. Do not hitchhike or pick up hitchhikers, even if you recognize someone in the car or alongside the road.
6. Always stay with your date or male acquaintance, so that no unidentified males will be wandering around the campus.
7. Report all strangers or suspicious activities to a Campus Police Officer or the Information Center by telephone or in person immediately.
8. Report in a timely manner to the Campus Police or Information Center any personal concern for the safety or well-being of an absent friend or roommate or anyone who is sick or injured on campus.
9. Lock the door to your room.

### B. Campus Limits

Campus limits are defined as: the college entrance gate on Route 29, the college boundary on Elijah Road, the lake, the road to the Monument above the dairy as far as the Monument, the Riding Center, and the Outing Cabin via direct route.

### C. Lost and Found

Lost and found service is under the supervision of the Campus Police. Lost articles should be reported to the House President within 24 hours of the discovery of loss. Lost articles, which are not claimed before the end of the school year will be disposed of by Sweet Briar College. There are a number of "temporary" lost and found depositories on campus in the Riding Center, the Library, the Gym, Prothro Commons and the Wailes Center. Check with employees in the building where you last

possessed the lost article before you contact the Campus Police Office, which maintains a permanent lost and found depository. As a last resort file a formal report of theft or loss with the Campus Police.

## VEHICLES

Students and guests bring vehicles to Sweet Briar College at their own personal risk. Sweet Briar College cannot be responsible for lost, stolen or damaged vehicles brought to campus or left here.

### A. Bicycles

1. Regulations
  - a. All bicycles must be registered with the Campus Police within one week of arrival on campus. Free bicycle stickers are available from the Campus Police Officer on duty or at the Campus Police Office (between 7:00 am and 3:30 pm., Monday through Friday). Cards (3x5) are kept on file in the Campus Police Office to assist in return of lost bicycles.
  - b. All bicycles must be equipped with red reflectors or red reflecting tape.
  - c. Any bicycle operated at night must be equipped with a headlight.
  - d. Parking
    - i. At no time should a bicycle be parked on any part of the campus roads or walkways, nor on the arcades, nor in the public areas of the residence halls.
    - ii. Students will be expected to park their bicycles in racks provided for that purpose by the College at all times when not in use or in summer storage.
2. Each student with a bicycle should keep it locked in the rack provided when not in use or in summer storage and should tag it with the owner's name, address and telephone number.
3. Storage
  - a. It is the responsibility of the student to store her bicycle according to regulations that will be posted at the closing of school.
  - b. Bicycles not claimed within one year after the student owner has graduated or withdrawn from the College will be sold or otherwise disposed of by Sweet Briar College.

### B. Airport and Shopping Mall Transportation

Contact the Information Center for schedules and/or modes of transportation.

### C. Automobiles

1. Any student may keep a vehicle on campus or in the Amherst-Lynchburg area.
2. Students with vehicles on the campus of Sweet Briar College should understand that storing, parking and operation of a vehicle on the campus is a privilege, not a right. That privilege may be revoked at any time. Student vehicles are subject to the following regulations:
  - a. Registration of the vehicle with the Campus Police within 24 hours of arrival of the vehicle on campus. Vehicles in violation will be subject to towing and a \$10.00 fine. The following information is required for registration: Name of student operator, year of class (e.g. 1992), state of registration (e.g. VA), vehicle license number (e.g. SBC-1992), make (e.g. Ford), model (e.g. Mustang) and year (e.g. 1991) of the vehicle, color and number of doors (e.g. 2 or 4) of the vehicle, Social Security number and signature of the student operator.
  - b. Payment of the vehicle registration (parking) fee-\$30.00 for the school year or \$15.00 for each semester at the time of registration. There is a fee of \$5.00 for registration for a period of more than 24 hours but less than 30 days. Checks for these fees should be made payable to Sweet Briar College.
  - c. Display of a parking decal on the left front bumper (driver's side) Failure to display the parking decal within 24 hours of the vehicle's arrival on campus may result in a \$10.00 fine.
3. Parking Regulations

All students must park in their assigned student parking areas at all times while their vehicles remain on campus. Due to the very limited nature of parking on campus, it is necessary that you abide by this regulation.

The following offenses are subject to fines and towing on the first and subsequent offenses:

**FACULTY AND STAFF PARKING AREAS:**

Students may not park in these areas, except from 5 pm Friday to 5 pm Sunday.

**20 MINUTE PARKING AREAS:**

Must be observed by all vehicle operators.

**FLETCHER PARKING LOT:**

Students will be assigned to a specific parking lot upon registration and each decal will specify the lot assigned. Lot assignment is based on residence hall assignment. All freshmen will be designated to park in Elijah parking lot, regardless of residence hall assignment. Lot assignment regulations will be enforced.

**BABCOCK/GUION/GYM:**

No parking along the street adjacent to Guion and facing Babcock and the Gym.

**ASSIGNED PARKING LOTS:**

Students will be assigned to a specific parking lot upon registration and each decal will specify the lot assigned. Lot assignment is based on residence hall assignment. All freshmen will be designated to park in Elijah parking lot, regardless of residence hall assignment. Lot assignment regulations will be enforced.

**NO PARKING:**

No parking on walkways, fire lanes, or lawn areas. Fines and subsequent towing will be enforced on first and subsequent offenses.

No parking in the four spaces designated for Admission's parking in the Manson Parking lot. Fines and /or towing will be enforced on first and subsequent offenses.

No parking in the Quad without special prior permission from the Chief of Campus Police. Fines and /or towing will be enforced on the first and subsequent offenses.

No parking in spaces reserved for the handicapped unless a handicapped person is a passenger in the vehicle.

No parking on streets and other hard surface areas, which are not designated as parking areas.

No student parking in the spaces marked "Faculty and Staff" behind Manson. These spaces are reserved for Admissions personnel, who work on weekends. Fines and/or towing will be enforced on first and subsequent offenses.

No parking, except for food service employees, behind the brick wall at Meta Glass.

No parking at the Wailes Student Center or Laundromat, unless using the facilities.

**\*\*Fire lanes will be strictly enforced with fines and towing on first and subsequent offenses\*\***

**4. Enforcement of moving and parking vehicle regulations:**

**a. Fines**

1st-4th parking tickets per school year= \$10.00

5th-10th parking tickets per school year= \$50.00

10th+ parking tickets per school year= revocation of parking privilege and impoundment of vehicle, pending its removal from campus for the remainder of the school year.

Reckless Driving= \$25.00 fine and possible suspension of driving privileges.

**b. Towing**

i. When it becomes necessary to tow a vehicle, the person to whom the car is registered on campus will be charged the towing fee, whether the towing is actually completed (once the towing company is called). If your vehicle has been towed, check with the Campus Police to determine the location of your vehicle and the fee to be paid to retrieve it.

ii. Guest vehicles that do not properly display a visitor hang tag will be towed 45 minutes after the closing of residence halls.

iii. **THE COLLEGE WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM TOWING OF VEHICLES.**



**5. Application of Regulations:**

a. The operator of a motor vehicle on the Sweet Briar College campus is responsible for any moving violations by the vehicle being operated.

b. The person to whom the vehicle is registered on campus will be responsible for all parking violations by a registered vehicle, regardless of who parked the vehicle.

c. The person operating an unregistered vehicle (whether student, faculty, staff member, or guest) will be responsible for all parking violations for such vehicle.

d. Student Guests: Students are responsible for informing their guests where they are allowed to park. College parking regulations will apply to guest's vehicles. Guests may park in the lot assigned to their student sponsor/hostess; the Hostel lot, other than in College car pool spaces; Faculty and Staff areas from 5:00 pm Friday until 5:00 pm Sunday; and in 20 minute parking spaces for the allotted 20 minutes. Handicapped guests, of course, may park at any time in handicapped parking spaces, provided the vehicle displays a handicapped license tag.

**6. Procedure for Fines and Appeals:**

a. Fines: All fines are to be paid at the Cashier's window in the Fletcher Administration Building within ten days of the offense. Fines will be placed in your Accounts Receivable bill (Bistro bill), unless other arrangements are made.

b. Appeals: All persons receiving a violation notice have a right to appeal within five (5) school days of the violation. You may obtain an appeal form at the Campus Police Office or the Information Center, both of which are located in the Wailes Student Center above the Post Office. Complete the appeal form; attach it to your original violation notice (from your windshield); and return both the violation notice and the appeal form to the Campus Police Office within 5 school days of the violation. If the Campus Police Office is not open, leave your appeal with the Operator at the Information Center. You will be notified by memo of the decision on your appeal, or you may call or come by the Campus Police Office between the hours of 7:00 am and 3:30 pm, Monday through Friday, to check on the status of your appeal.

**7. Procedure for Vehicle Accidents:**

a. Any vehicle accident on campus must be reported immediately to the Campus Police.

b. For vehicle accidents, which involve personal injuries, call the Campus Police via 381-6111 (emergency line). If there is no answer, call 381-6144 (Campus Police Office) or 381-6100 (0 from any 6xxx extension) to contact the Information Center Operator.

c. For vehicle accidents, which do not involve personal injuries, call the Campus Police Office at 381-6144 or call the Information Center Operator at 381-6100 (or dial 0 from any 6xxx extension).



## COMMUNICATIONS AND TRANSPORTATION

### A. Telephones and Telegrams

1. Telephone Services provides the operations support for SBC's telecommunications systems. This includes installation and maintenance support of the data communications network and telephone systems on-campus as well.

On-campus telephone services is provided in each residence dorm room. It is necessary to purchase off-campus dialing service in order to place or receive local and long distance calls. Once off-campus dialing service has been purchased for a dorm room, then each residence of that dorm room is eligible for a Telecom Account Card at no charge, after signing a SBC\*Telecom Account Contract. If a residence has a valid Telecom Account Card and moves to a dorm room that does not have off-campus dialing service, then the account card will be deactivated until off-campus dialing service is purchased for that dorm room. For off-campus (local) and long-distance services, the SBC Telecom Account Cards are subject to the following responsibilities:

1. Students in a residence hall room share the ultimate responsibility for all calls made from their room and for damage to the equipment in excess of normal wear and tear.

2. The cost for long -distance calls will be comparable to or less than the applicable AT&T direct-dial rate.

3. Payments for services are due upon receipt of bill. Delinquent accounts are subject to the College policies as stated in the Student Handbook.

4. Fraudulent use of a Telecom Account Card will result in one written notice to the students assigned to the extension originating the fraudulent call. This notice will include the cost of the call plus a fine of \$15.00. If not paid within seven days from receipt of the notice, or if further fraudulent calls or misuse of the card continues, a hold may be applied to the student's records, or charges may be brought through the College Judicial System as described in the Student Handbook.

5. Students are prohibited from accepting collect calls in residence hall rooms or billing calls to a dorm room. Any room accepting a collect call will be billed \$10.00 plus the cost of the call. Any call billed to a dorm room number will be billed \$10.00 plus the cost of the call. The Telecommunications Department assumes no responsibility for determining which student actually accepted the call or billed the call to the dorm room number.

6. All regular payments should be made using the pre-addressed envelope provided. All other payments (partial payments, etc.) must be made in accordance with the terms specified in the Telecom contract. Irregular payments received by mail may not be credited on time and may result in a service charge.

All residents are encouraged to obtain Telecom Account Cards. For further information, call 381-6102.

### Telegrams

Telegrams from Sweet Briar are sent through this territory's centralized office in Moorestown, New Jersey, over toll free line 1-800-325-6000. Telegrams may be charged to the student's private telephone or sent collect. Money sent by wire can be received at 3235 Odd Fellows Road in Lynchburg, Virginia (846-1653).

## **B. Shipping**

When shipping trunks, baggage or packages to SBC they must be sent PREPAID and should be checked to Name, Dorm and Room #, Sweet Briar College, Sweet Briar, Virginia, c/o Central Receiving. Trunks, baggage, or packages being shipped from Sweet Briar College are usually sent with United Parcel Service or trucking companies. Special instructions concerning procedure will be provided by the Purchasing Department. Boxes, tape, and string may be purchased at the Book Store.

## **C. Trains**

To provide service to the Sweet Briar Community, the Amtrak stops at the Lynchburg Station. Those who wish to check on schedules, make reservations, or order tickets, with the understanding that the ticket can be picked up at Lynchburg Station between 8:30 p.m. - 5:30 a.m. (7 days/week) should call the toll free Amtrak number 1-800-872-7245 for more information or contact a local travel agent.

## **D. Planes**

Lynchburg is served by USAir (1-800-428-4322) and United Express Commuter (1-800-241-6522) airlines. Reservations should be made well in advance of one's desired departure and arrival times. Service is direct to and/or facilitated by flights to/from Dulles, Baltimore, Charlotte or Washington National airports.

## **E. Buses**

Amherst, Sweet Briar, and Lynchburg are all serviced by Greyhound (846-6614) bus lines. Call direct for schedules and rates.

# **SWEET BRIAR COLLEGE HEALTH SERVICE**

The Harley Student Health Center is dedicated to helping each student learn to assume personal responsibility for her own health and well-being and maintain a state of positive good health.

The Service is staffed by the College Physician (part time), the College Psychiatrist (part time), the Clinical Psychologist (full time) and four registered nurses. The College Physician holds scheduled office hours while the College is in session. In case of emergency outside of the scheduled office hours, the nurse in charge will inform the physician and secure instructions as to procedure. Consulting services in all medical specialties are available in Lynchburg, 14 miles from the College. The Amherst County Rescue Squad, a volunteer organization, may be called upon in emergencies and provides prompt transportation to the Emergency Room of Lynchburg General Hospital.

## **A. Out-patient**

1. The College Physician may be consulted at the Harley Student Health Center during scheduled office hours. Specific office hours for the physician and the nurses are listed in the Directory
2. The Counseling Center, located on the 3rd floor of the Harley Student Health Center, offers assistance to students with personal, family, social, and educational concerns. This assistance is available to all Sweet Briar College students free of charge. Appointments are made by calling the Health Center. A separate waiting room is provided for privacy. All appointments are confidential. The College Psychiatrist is available for consultation.

3. A Gynecological Clinic, consisting of examination and counseling, is available on campus for all students by appointment. Services are provided by a Registered Nurse Practitioner who is well accredited for such services. Appointments are made by calling the Health Service. Confidentiality is maintained for the student.

4. Charges are made for laboratory work and medications.

## **B. In-patient Services**

In-patient services are provided for students ill enough to need bed care. If confinement in the Health Center seems likely to exceed five days, the student or her family will be advised. There is no charge for office visits to the College Physician, consultation with the Psychiatrist or Psychologist. Students have five free nights of bed care at the Health Center. For each additional night, an appropriate and reasonable charge is made.

For legal reasons the Health Center does not dispense medication except in an extreme emergency. The physician will prescribe medications needed by a student. The prescriptions will be delivered daily at a specified time to the Health Center by the Amherst Pharmacy and charges are made by the Pharmacy. Only the person for whom the drug is prescribed will be permitted to pick up the medicine. Written prescriptions are available also.

The College Physician, Psychiatrist, and Psychologist serve in accordance with the ethical standards of the medical profession. All information received by the College Physician, Psychiatrist, and Psychologist in the discharge of their professional duties is privileged and confidential and will not be divulged without the patient's consent (given in advance) unless required by law, or if in the judgment of the Physician, Psychiatrist, or Psychologist a serious threat to the welfare of the patient or the community may arise out of the patient's medical problems.

The College Physician shares with the department of Physical Education responsibility for the College's program of health education. There is an accredited course in health education open to all four classes under the department of Physical Education. In addition, the Health Center and the Department of Physical Education jointly undertake to provide information on the problems affecting the physical and mental health of the community. Informational materials in the form of books and pamphlets on sex, drugs, and other matters of health are available in the Health Center, the Library and the Office of Student Affairs.

Since the Health Service has the responsibility for the medical care of the students, it is urged that all referrals to consulting specialists be arranged through the Health Center. The Health Service assumes no responsibility when students choose to consult outside physicians independently of the Health Center.

In cases of extreme emergencies, the nurse on duty may leave the Health Center and go to the site of the emergency on campus to administer first aid and make an evaluation. A member of the staff will cover the Health Center during that time.

## **RELIGIOUS LIFE AND SERVICE**

Sweet Briar is an independent college without denominational affiliation. Nevertheless, it has always stressed the cultivation of spiritual values as essential to true education.

From its beginning Sweet Briar College has emphasized cooperation among people of faith within and beyond the Christian community. Even before the great modern ecumenical movement gained momentum, ecumenism was practiced at Sweet Briar and continues to be.

The varied religious backgrounds of both faculty members and students enrich the whole life of the campus community. However, the individual's participation in either the academic study of religion or the College worship services is entirely voluntary.

The Sweet Briar Memorial Chapel provides an invitation to worship to all who enter. Completed

in 1966, the Chapel was dedicated on April 23, 1967. Its copper-roofed spire rises 125 feet above the surrounding landscape and stands as a focal point of the residential quadrangle at the east end of the campus.

Among the opportunities for public worship in the Chapel are:

Morning Prayer - Monday, Tuesday, Thursday, Friday

Holy Communion - Wednesday

Roman Catholic Mass - Monday evening

College Vespers - Sunday evening

The Chaplain presides at the Vesper Service and during the year guests from several traditions are invited to participate. A representative group of students, faculty, and staff work with the Chaplain to support religious life on the campus and to plan service projects and programs that encourage religious and moral reflection. The College Chaplain is available for pastoral work with individuals and groups.

The College Chaplain is the Reverend Susan C. Lehman, whose office is located on the lower level of the Chapel.

## FOOD SERVICES

The Staff of the Food Service Department has served the College for many years and takes pride and pleasure in its contribution to the quality of campus life. Our statement of purpose is:

*... to consistently provide exceptional quality and wholesome food and beverages to students and their guests, in facilities that meet the highest standards of sanitation, served by a staff that is pleasant and cooperative, and to operate within the financial limits established by the College.*

### A. Prothro Commons

This is the campus dining facility, one of the loveliest dining rooms on any college campus. Students, faculty, staff and guests gather daily in this congenial atmosphere. To assist us in maintaining a consistent and quality food service program, we ask for the cooperation and support of all students in abiding by the following policies:

#### 1. Use of Dining Hall

The Dining Hall is open for meals during listed hours, and is not available between meals, or after hours when the college is closed, unless a request for a special event has been approved through the Director's office.

#### 2. Programs

In an effort to keep the atmosphere during meals congenial and compatible with pleasant dining, we restrict activities during meals to general announcements and student sponsored events that have been approved by the Director.

#### 3. Visitors

Students are encouraged to bring their guests to meals and they are expected to ensure that guests' meals are paid for before entering the service area. Payment can be made at the hostess desk in the lobby.

#### 4. Alcoholic Beverages

In compliance with Virginia A.B.C. Regulations, no alcoholic beverages are permitted in the dining hall.

#### 5. Attire

Students are expected to dress appropriately for meals, in consideration of other students and guests. Shoes must be worn. Sleepwear and bathing attire are not acceptable.

#### 6. Off-Premises Meals

Food Service does not provide student meals, groceries or uncooked food for off-premise consumption. The only exceptions are bag lunches for very special occasions, and Health Center meals.

#### 7. Bag Lunches

Bag lunches are provided for field trips, student teaching and athletic activities off campus. They must be requested by the faculty or staff member in charge, at least 48 hours prior to the event.



Arrangements can be made with the Dining Hall Manager.

#### **8. Health Center Meals**

The dining hall sends meals to the Infirmary only at their request. Meals are sent only for the attending Health Service Nurse and for students who are residing in the Health Center.

#### **9. Take-out Food & Snacks**

The Food Service program is designed only for meals consumed in the dining hall. We expect students to miss some meals and budget accordingly and therefore cannot allow food and beverages to be taken out for "snacks".

#### **10. Removal of Equipment & Supplies**

The china, glassware, silver and table appointments are purchased for use in the dining hall only. Replacement of these items is costly and is an inconvenience to other students when the supplies run out. Removing these items can be considered stealing and therefore is considered an honor offense.

### **B. The Bistro**

Located on the ground floor of the Wailes Student Center, the Bistro offers a relaxing atmosphere for the Sweet Briar Community. The Bistro is a student restaurant offering light fare, beverages, groceries, and entertainment.

### **C. College Catering Services**

The Food Service Department offers a catering service to all students, faculty and staff. Catering provides service, food and beverages for many college events that take place in nonfood service facilities. The Catering Manager can assist in the planning, cost estimates and coordination of services. The College does not allow "off-campus" food companies or caterers to provide service on campus.

Employment—The Catering Department employs many Sweet Briar students in its service. Students interested in this on-campus employment opportunity may contact the Catering Manager.

## **CAMPUS SERVICES**

### **A. Book Shop**

The Book Shop is located on campus (see map) and provides a readily accessible source of textbooks, trade books, supplies, gifts, clothes, and personal computers. All purchases including textbooks and school and art supplies may be charged. Statements will be rendered monthly and are due within 30 days.

### **B. Post Office**

The U.S. Post Office is located on the ground floor of the Wailes Student Center. The purchase of stamps and all other postal services are available here; two forms of I.D. are required for purchases paid by check. A complete mail schedule is posted in the post office lobby at all times. Each student is assigned a post office box for rent which is payable at the beginning of the college term or may be paid in advance. In addressing students' mail to Sweet Briar, Virginia 24595, parents and friends are asked to please use the students' box number to expediate the delivery of the mail. It is not necessary to show Sweet Briar College or the name of the residence hall in the students' addresses.

### **C. Laundry**

A modern coin-operated laundry facility is available on campus for student use. Those students who desire a weekly linen service consisting of 2 sheets, 1 pillowcase, 3 bath towels, 2 hand towels, and 2 wash clothes may obtain this service from a college approved contractor.

### **D. Information Center**

The Information Center, located in the Wailes Student Center above the Post Office, has an Operator on duty 24 hours a day, 365 days a year to provide emergency assistance and routine

information to students, staff and visitors as needed. The Information Center maintains a continuous radio link with the Campus Police Officers on duty, in addition to monitoring all alarms and processing incoming and outgoing telephone calls. For more information, see under "Campus Police."

### **E. Campus Police Office**

The Campus Police Office is the headquarters for the Campus Police and is located in the Wailes Student Center above the Post Office. The Assistant to the Chief of Campus Police is located here and issues vehicle parking decals, I.D. cards; bicycle decals and visitors' parking hang tags. This office also processes all violation notices and appeals of violations. It provides photos for Junior Year in France and other international exchange programs, but does not provide passport photos. For more information, see previous section entitled "Campus Police."

### **F. Intra-Campus Mail System**

Located in the Information Center, the mailing system is for the use of all members of the Sweet Briar community (student, faculty, administration) and offers an alternative to the U.S. Post Office and the kiosk. Each student is assigned an open box at the beginning of the academic year. The faculty and administration are provided with a large, locked collection box adjacent to the student boxes, where students may leave mail to be delivered to faculty and staff by the campus mail delivery employees. It is the responsibility of the originator of a particular piece of mail to see that it is delivered to the appropriate box(es). All intra-campus mailing procedures come under the jurisdiction of the Office of Student Affairs.

## **RECREATIONAL AND CAMPUS FACILITIES**

Two facilities on campus available for student use during the academic year include the Boathouse and the Wailes Student Center. In general, a student wishing to reserve one of these facilities for a private party or event must have proper approval from the Director of the Wailes Student Center. The College limits the number of weeknight parties involving non-Sweet Briar students to four on two designated nights (Sunday through Thursday), to be held at the Wailes Student Center and the Boathouse. Please consult the sections below for the special reservation procedures for each facility.

### **A. Wailes Student Center**

The Cornelia and Edward Thompson Wailes Student Center serves as location for student entertainment, programming, social events, and a center for community lectures and organizational meetings. The Bistro, located on the ground floor, provides full fountain service as well as sandwiches, hot dogs, pizza, and beer.

The Student Program Council is one of the major programming organizations of Sweet Briar College. Their goal is to offer the entire student body unlimited entertainment opportunities within the Wailes Student Center. Members are dedicated to presenting a wide variety of activities: dances, movies, parties, comedy, to name a few. Hours are listed in the Directory of Hours.

### **B. Boathouse**

When College is in session, students take priority in the use of the Boathouse and can reserve this facility through the Director of the Wailes Student Center. Requests should be made at least one week prior to the scheduled event. A valid reservation includes the following:

1. A Reservation Agreement, which must be signed by the individual(s) responsible for the event.
2. A \$25.00 deposit. This amount will be returned if clean-up is adequate and no damage is sustained.
3. A \$50.00 rental fee, if the event is cosponsored by a fraternity or other non-Sweet Briar group
4. For any event involving non-Sweet Briar guests, the student sponsor of the event must go to the Campus Police Office in the Wailes Center to arrange for payment of an off-duty Campus Police Officer to provide security for the event. There is a \$14.00/Officer/hour fee for this service.

The person(s) reserving the Boathouse is responsible for the care of the building and property, and for the conduct and safety of all guests. She/they should remain at the party and be the last to leave.

Rules governing the use of the Boathouse include:

1. Doors are to be unlocked on both sides of the building.

2. The recommended outside limits are 75-100 people.
3. Care of furniture and property is expected.
4. There is to be no parking past the hedge. The roadway to the Boathouse is to be an open thoroughfare.
5. The lower level is not to be used as a party area.
6. The Virginia State law and College regulations regarding the consumption of alcoholic beverages must be observed.

### **C. Picnic Grounds**

Individuals may use the picnic grounds (located on the Stable Road) on an as available basis. Groups must make a reservation and fill out the appropriate forms through the Assistant Dean of Affairs/Director of the Wailes Student Center.

### **D. Boating, Swimming, and Canoeing**

1. Lake and swimming regulations:
  - a. All new students must take a swimming test administered at the start of the academic year. All students who wish to swim in the lake or use canoes and rowboats must have passed this test.
  - b. Swimming in the pool is permitted only during swim classes or designated recreational swimming hours when a lifeguard is present.
  - c. Use of the pool during designated recreational swimming hours is restricted to members of the Sweet Briar community and their guests, who must be accompanied at all times.
  - d. The Director of Aquatics appoints each year a corp of students who are currently certified lifeguards. These students will be responsible for lifeguarding and enforcing safety regulations of the pool.
  - e. Students who have passed the required swimming test may swim in the lake when there is a certified lifeguard on duty. The College assumes no responsibility for students swimming in the lake when there is no lifeguard protection. Swimming in the lake is prohibited after dark.
2. Canoeing
  - a. Canoes may be used by students who have passed both the swimming and canoeing tests and students who have passed the swimming test but are accompanied by a student who has passed the canoeing test. Dates may not use canoes.
  - b. Procedure for the use of canoes:
    - i. Sign out the canoe house key at the Information Center.
    - ii. Lock the Canoe House while using the canoe
    - iii. Passengers must meet the swimming requirement.
    - iv. One life preserver per passenger must be taken in the canoe.
    - v. Store equipment after use.
    - vi. Return key to the Information Center.
3. Reminders
  - a. Passing the required swimming test is a prerequisite for using canoes and swimming in the lake.
  - b. Only members of the Sweet Briar community may swim in the lake. Swimming is "at your own risk" unless there is a certified lifeguard on duty.
  - c. Boating is allowed until dusk. The use of canoes is restricted to the Sweet Briar community members who have passed the canoeing test.

### **E. The Outing Cabin**

The Outing Cabin is reserved for those students who enjoy outing activities. Any student wishing to use the cabin for day trips or overnight shall be accompanied by a Cabin Leader who is responsible for the welfare of the group and the care of the cabin. The use of the cabin is administered by the Outdoor Program Coordinator in the Office of Student Affairs. To become a Cabin Leader, you must complete an orientation which will be offered several times each time by the SWEBOP Coordinator.



## F. Hostel

1. Registration for the Hostel takes place at the Information Center by the guest in the company of the student hostess who will be responsible for her guest. Reservations may be made at the Information Center by advance payment.

2. Accessories received:

a. The guest will receive from the Information Center one towel, two sheets, a blanket, and a pillow case for a specific bed assignment (number on nightstand by bed). If for some reason the linens are missing or not returned to the Information Center at the conclusion of the visit, the deposit is forfeited.

b. The guest will also receive a key to the Hostel front door entrance facing the traffic circle. At the conclusion of the visit this key is to be returned to the Information Center.

3. The charge for use of the Hostel is \$3.00 per night. A deposit of \$5 is also required for the key, pillow, blanket, linen, and towel. This is returned upon the conclusion of the visit when these items are turned in at the Information Center. Renewal nights are to be paid at the Information Center at the time of registration, or daily if length of stay is uncertain. Should a Hostel guest wish to cancel his reservation he must do so by 10 A.M. (the check-out hour) before the night he will not use the reservation, or else no refund will be made.

4. Regulations:

a. Visitation hours for women: those in effect for Visitation Option 2 in the residence halls will prevail at the Hostel.

b. No smoking in the bunkroom or locker room. Smoking is permitted in the vestibule.

c. **IN CASE OF FIRE, PLEASE REPORT TO THE EMERGENCY LINE- 381-6100.**

d. When the housekeeper or janitor arrives to clean, all guests and hostesses are asked to leave the building until the cleaning is completed.

e. Each student hostess and her guest will be responsible for damage to college property.

f. Vehicles may not stop or park at any time in the traffic circle. Guests' vehicles must display a free visitor hang tag, which may be obtained from the Campus Police Office between the hours of 7:00 am to 3:30 pm, Monday through Friday, or from the duty Campus Police Officer or the Information Center Operator at other times. Guests' vehicles must be parked in the Hostel parking lot, but not in the College car pool spaces within the Hostel lot, which are so marked.

g. Any group of male guests (more than 2) must receive permission from the Office of Student Affairs. This includes bands, performing groups, etc.

h. If a guest is not in satisfactory condition to drive home (intoxication, other) he will be allowed to stay at no cost with the approval of Campus Police or a Student Affairs Staff member.

## CAMPUS OFFICES

### A. Office of the Dean

The Dean and the Assistant Dean of the College have offices on the first floor of Fletcher. The Office of the Dean of the College has responsibility for the following areas: academic counseling; admission with advanced standing; all summer work; class attendance; withdrawal from the College and readmission after withdrawal; academic eligibility; study abroad; academic advising for foreign students; independent study work; and internships. For hours when the office is open, see the Directory of Hours.

### B. Office of the Registrar

The Office of the Registrar, located on the second floor of Fletcher, is the source of information and assistance on course offerings, course registrations, class schedules, registration changes, classroom assignments, academic records, grades and grade reports, grade point averages, requests for transcripts, declaration of majors, transfer credit, and graduation requirements.



### **C. Division of Student Affairs**

These offices, located in the basement of the Chapel and in the Wailes Student Center, coordinate housing assignments, matters pertaining to extracurricular student life, orientation, women's programming, developmental programming, and the Resident Advisor program. The Dean of Student Affairs, the Assistant Director of Student Affairs, Director of Residence Life and Housing, Director of Student Life, and Outdoor Program Coordinator have offices in these areas. The Dean and Directors are skilled in and available for personal counseling.

### **D. Career Planning**

The Office of Career Planning welcomes all students to its activities. Throughout the year, it offers programs and speakers describing many varied career fields. In addition, the staff presents workshops on necessary skills and pertinent topics on a regular basis. Representatives from graduate schools, including business and law schools, and recruiters from different businesses interview students on campus. The Career Library houses information on a broad spectrum of career areas, as well as graduate school catalogues, summer job announcements, current job openings and suggestions on job-hunting techniques. Material is continuously updated and available for student use.

Students may elect to take an interest inventory and/or the Myers-Brigg Type Indicator to aid in self-assessment and career decisions or use the microcomputer and microfiche systems. The Career Connection (alumnae network) provides contacts for possible internships, summer jobs, and permanent employment. Seniors and graduates may open a permanent credential file. The Director and staff are always available for personal conferences concerning career direction and preparation. Students are urged to participate in career planning activities from the very beginning of their college years.

### **E. Alumnae Association**

The Alumnae Office, home of the Alumnae Association, is located in the Alumnae House on the Sweet Briar campus. Mrs. Scott A. Zingaro [Louise Swiecki '80] is the Director. The purpose of the Association is to foster and promote in individual alumnae and alumnae clubs an active interest in Sweet Briar College. This interest builds a lifelong network of friendship and mutual support; most alumnae think of their Sweet Briar friends and contacts as a big extended family. The Association works in a variety of ways: by acting as the liaison between the College and its alumnae; by publishing the Alumnae Magazine; and by continuous communication with alumnae either through their classes or area clubs. Alumnae give financial support to the College by working for and giving to the Alumnae Fund, and by selling imported Holland flower bulbs for club scholarships. They work actively to encourage qualified students to apply to Sweet Briar for admission, and constantly attempt to uphold in their communities the image of Sweet Briar as a superior college for women. The Alumnae Association provides many outstanding speakers and programs for the College community. The office staff coordinates all alumnae programs and provides many special services, such as keeping up-to-date address files which include information on occupations, compiling and printing networking directories, and offering tour opportunities, reunion weekends, etc. to alumnae.

## DIRECTORY OF HOURS

A. Admissions Office	Monday-Friday:	8:30 a.m. - 5:00 p.m.
	*Saturday:	8:30 a.m. - 12:30 p.m.
	*(except during summer months)	
B. Bank	Monday-Friday:	8:45 a.m. - 12:15 p.m.
	Friday:	2:00p.m. - 4:00p.m.
C. Book Shop	Monday-Friday:	9:00 a.m. - 5:00 p.m.
	Saturday	10:00a.m. - 1:00p.m.
D. Career Planning	Monday-Friday:	8:00 a.m. - 5:00 p.m.
E. Dean's Office	Monday-Friday:	8:30 a.m. - 5:00 p.m.
F. Registrar	Monday-Friday:	8:30 a.m. - 5:00 p.m.
G. Student Affairs	Monday-Friday:	8:30 a.m. - 5:00 p.m.
H. Health Center	Monday-Thursday:	8:00 a.m. - 9:00 p.m.
	Friday:	8:00 a.m. - 4:00 p.m.
	Saturday:	9:00 a.m. - 1:00 p.m.
	Sunday:	4:00 p.m. - 9:00 p.m.
	Physican's hours:	Sunday-Tuesday: 6:00 p.m. - 7:00 p.m. Thursday: 6:00 p.m. - 7:00 p.m.
Psychologist's hours:	By appointment only.	
Nurse Practitioner:	By appointment only.	
Visiting Hours:	Monday-Thursday:	11:00 a.m. - 12:00 p.m.
		4:00 p.m. - 5:00 p.m.
		7:00 p.m. - 9:00 p.m.
	Call first after closing hours.	

<b>I. Library</b>	Monday-Thursday:	8:00 a.m.-12 midnight
	Friday:	8:00 a.m. - 10:00 p.m.
	Saturday:	9:00 a.m. - 10:00 p.m.
	Sunday:	10:00 a.m.-12 midnight

Library is closed for all holidays. Library Hours will be extended before exams.

**J. Prothro Commons**

Breakfast	Monday-Friday:	7:00 a.m. - 9:15 a.m.
	Saturday:	8:30 a.m. - 11:00 a.m.
Lunch	Monday-Friday:	11:30 a.m. - 1:30 p.m.
	Saturday:	11:00 a.m. - 1:30 p.m.
Dinner	Sunday-Saturday:	5:00 p.m. - 7:00 p.m.
Brunch	Sunday:	9:30 a.m. - 1:30 p.m.

The Commons is closed during all scheduled college vacations.

<b>K. Post Office</b>	Monday-Friday:	8:15 a.m.- 1:00 p.m.
		3:00 p.m.- 4:45 p.m.

The Post Office is closed Saturdays, Sundays, and all legal holidays.

<b>L. Walles Student Center</b>	Monday-Friday:	8:30 a.m. - 9:00 p.m.
Bistro:	Monday-Friday:	11:00 a.m. - 12:00 a.m.

Saturday & Sunday: 3:00 p.m. - 12:00 a.m.

Bistro closed during all scheduled college vacations.

<b>Campus Police Office</b>	Monday-Friday:	7:00 am-3:30 pm
<b>Information Center</b>	24 hours/day all year	

<b>M. Art Gallery</b>	Tuesday-Sunday	12:00p.m. - 5:00p.m.
	(different hours during the summer or vacation periods)	

**N. Pool**

Sept. 4 -13, 1991	MWF	11:30-1:15, 4:00-5:00, 7:00-8:30 p.m.
	TTH	12:00-1:00, 7:00-8:30 p.m.

Sat., Sun.	1:30-3:00 p.m., 7:30-8:30 p.m.
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Oct. 14, 1991 - Mar. 8, 1992	MWF	11:30-1:15, 7:00-8:30 p.m.
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TTH	12:00-1:00, 7:00-8:30 p.m.
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Sat., Sun.	1:30-3:00 p.m., 7:30-8:30 p.m.
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March 9 - May 15, 1992

MWF	11:30-1:15, 4:00-5, 7:00-8:30p.m.
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TTH	12:00-1:00, 7:00-8:30 p.m.
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Sat., Sun.	1:30-3:00 p.m., 7:30-8:30 p.m.
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PLEASE NOTE: Please use the rear entrance to the Daisy Williams Gymnasium after 4:30 p.m. <on weekdays, and all day on weekends and holidays. Please do not use the front door for an exit.



## College Calendar

### Fall Term 1991

August	31	New students arrive
September	1	Returning Students arrive
	3	Registration
	3	Opening Convocation - 8:00p.m.
	4	Fall Term begins at 8:30a.m.
	27	Founder's Day
October		
	10,11	Reading Days
	26	Families Day
November	26	Thanksgiving recess begins at 5:30p.m.
December	1	Thanksgiving recess ends.
	10	Classes end at 5:30p.m.
	11	Reading Day
	12, 13, 14	Examinations
	15	Reading Day
	16, 17	Examinations

### Winter Term 1992

January	6	Winter Term begins at 8:30a.m.
	31	Winter Term ends at 5:30 p.m.

### Spring Term 1992

February	6	Spring Term begins at 8 a.m.
March	20	Spring recess begins at 2:30 p.m.
	29	Spring recess ends.
May	13	Classes end at 4:30 p.m.
	14	Reading Day
	15, 16	Examinations
	17	Reading Day
	18,19,20	Examinations
	23	Baccalaureate Service
	24	Commencement

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